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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Author, subject, and document number indexes provide entry to the abstracts. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 014 237). Others are available from the source identified in the abstract. (CD)

ED055251

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

FALL 1971

ERIC
CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT014129

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- PROVIDING A NATIONAL INFORMATION STORAGE, RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION THROUGH THE AFFILIATED ERIC CLEARINGHOUSE.

ED055251

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Abstracts of

Instructional Materials

in

Vocational and Technical Education

FALL 1971

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ERIC Clearinghouse on Vocational and Technical Education
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1]Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is organized in two sections -- resumes and indexes -- to serve those seeking specific information. Resumes contain an abstract indicating the content of a document in 200 words or less, as well as various other information about each document as explained in a diagram on page x. Indexes provide specific approaches to documents reported in the resume section.

Beginning with this issue of AIM, both the resume and index sections have undergone several changes in the interest of increased utility for the user. The format of the resume section has been changed to a 2-column page, with resumes arranged in ascending VT (Vocational-Technical) number order throughout the resume section, and no longer separated into topical groupings. Vocational-Technical (VT) numbers are identification numbers assigned to documents as they are processed. Documents which have been pulled from RIE resume tapes appear in uppercase letters only.

The index section now consists of the following three indexes:

Subject and Identifier Index
Personal and Institutional Author Index
Conversion of Document Number Index (VT to ED or MP, ED or MP to VT)

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, (EDRS), P.O. Drawer O, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .65	or	HC - $6.58
ED 015 336	Winter 1967 AIM	MF - $ .65	or	HC - $6.58
ED 017 745	Spring 1968 AIM	MF - $ .65	or	HC - $6.58
ED 020 441	Summer 1968 AIM	MF - $ .65	or	HC - $6.58
ED 022 064	AIM-ARM Annual Index 1967-68	MF - $ .65	or	HC - $6.58
ED 023 936	Fall 1968 AIM	MF - $ .65	or	HC - $6.58
ED 028 302	Winter 1968 AIM	MF - $ .65	or	HC - $6.58
ED 030 769	Spring 1969 AIM	MF - $ .65	or	HC - $6.58
ED 032 433	Summer 1969 AIM	MF - $ .65	or	HC - $6.58
ED 036 652	AIM-ARM Annual Index 1968-69	MF - $ .65	or	HC - $6.58
ED 034 075	Fall 1969 AIM	MF - $ .65	or	HC - $6.58
ED 037 584	Winter 1969 AIM	MF - $ .65	or	HC - $6.58
ED 041 159	Spring 1970 AIM	MF - $ .65	or	HC - $6.58
ED 042 930	Summer 1970 AIM	MF - $ .65	or	HC - $6.58
ED 042 929	AIM-ARM Annual Index 1969-70	MF - $ .65	or	HC - $6.58
ED 045 853	Fall 1970 AIM	MF - $ .65	or	HC - $6.58
ED 048 514	Winter 1970 AIM	MF - $ .65	or	HC - $6.58
ED (See Oct. '71 RIE)	Spring 1971 AIM	MF - $ .65	or	HC - $6.58

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

AIM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$17.38
Winter 1967	ED 015 349	$36.08
Spring 1968	ED 017 746	$48.84
Summer 1968	ED 020 442	$47.08
Fall 1968	ED 022 971	$34.10
Winter 1968	ED 028 305	$36.74
Spring 1969	ED 030 770	$49.94
Summer 1969	ED 032 434	$75.46
Fall 1969	ED 034 074	$62.04
Winter 1969	ED 037 585	$51.26
Spring 1970	ED 041 177	$42.02
Summer 1970	ED 042 931	$46.20
Fall 1970	ED 045 856	$41.80
Winter 1970	ED 049 382	$34.54
Spring 1971	ED (See Oct. '71 RIE)	$52.80

The prices quoted above reflect a new price schedule in effect for VT-ERIC microfiche collections as of June 1971.

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by Leasco Information Products, Inc. (LIPCO). Request order forms from:

ERIC Document Reproduction Service (EDRS)
P. O. Drawer O
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational

psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this Clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Clearinghouse.

Abbreviations

AIM	Abstracts of Instructional Materials in Vocational and Technical Education
ARM	Abstracts of Research and Related Materials in Vocational and Technical Education
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
MP	Manpower
RIE	Research in Education
VT	Vocational-Technical

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SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

Total number of printed pages in the report, including cover and appendices.

Identifier, if any--acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field.....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears with reference to an RIE issue (See Nov. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume.	

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ABSTRACTS

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VT 001 128
Cooperative Occupational Education and Distributive Education Handbook.

Missouri State Dept. of Education, Jefferson City. Vocational Education Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 9p.

DESCRIPTORS - VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; INDUSTRIAL EDUCATION; *DISTRIBUTIVE EDUCATION; *GUIDELINES; *PROGRAM PLANNING; PROGRAM DEVELOPMENT; *PROGRAM EVALUATION; EDUCATIONAL FACILITIES; YOUTH CLUBS; TEACHER CERTIFICATION

ABSTRACT - This manual should be of interest to teachers and administrators when developing vocational programs. Prepared specifically for cooperative and distributive education programs, the manual describes (1) basic program plans, (2) certification requirements, (3) facilities needed, (4) youth organizations, and (5) program reporting and evaluation procedures. (JS)

VT 002 004
An Experimental Resource Unit in Plastics for Industrial Arts.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 66 218p.

DESCRIPTORS - *RESOURCE UNITS; *INDUSTRIAL ARTS; SECONDARY GRADES; *PLASTICS; BIBLIOGRAPHIES; *CURRICULUM GUIDES; *TEACHING GUIDES; LESSON PLANS; SUPPLIES; DIRECTORIES; CURRICULUM DEVELOPMENT

ABSTRACT - Developed by the Bureau of Secondary Curriculum Development for the New York State Education Department, this resource unit is for use in modifying industrial arts instruction in the secondary grades to provide for plastic instruction. These materials were developed with two purposes in mind: (1) To provide a guide for content and development of locally designed courses of study, and (2) To provide the most enriched and complete outside resource materials which could be identified. The contents have been arranged in 12 major units: (1) Orientation, (2) Molding and Forming, (3) Moldmaking, (4) Bonding, (5) Laminates, (6) Encapsulation, (7) Forms, (8) Coating, (9) Vinyl Dispersion-Thermofusion, (10) Decorating, (11) Materials, and (12) Guidance. Supply lists and sources of supplies are contained in the appendix. The bibliography is divided into three sections: (1) Basic Library References, (2) Supplemental Reference List, and (3) Free or Inexpensive References. (GEB)

VT 002 018
101 Teaching Suggestions for Stimulating Student Learning in Business Education.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 65 65p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING TECHNIQUES; TEACHING METHODS; *STENOGRAPHY; OFFICE PRACTICE; *BOOKKEEPING; *TYPEWRITING; ECONOMICS; BUSINESS CORRESPONDENCE; RESOURCE MATERIALS

ABSTRACT - This document contains teaching techniques gathered from experienced teachers in many of the registered private business schools of the State of New York. All are techniques which have been used successfully and which may prove useful to other business educators. Teaching techniques are included for: (1) Typewriting, (2) Shorthand, (3) Transcription, (4) Secretarial Practice, (5) English for Business, (6) Economic Understanding, (7) Business Mathematics, and (8) Bookkeeping and Accounting. (JS)

VT 003 408
Curriculum Guide for Family Relations, Grade Twelve.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
Secondary-Curr-Bull-153
Kansas City Public Schools, Room 601B, 1211 McGee Street, Kansas City, Missouri 64106 ($2.50).
PUB DATE - Jun65 152p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; SECONDARY GRADES

ABSTRACT - Curriculum materials for teacher use in planning a 1-year high school Family Relations Course were developed by local home economics teachers and supervisors. The course is organized on a sequential basis, with each unit proceeding from the concepts, generalizations and understandings developed in earlier units. An introductory section discusses teaching methods. Each of the eleven units contains an overview, basic understandings, suggested experiences and activities, summary, evaluation and references. Subject matter covers: contemporary families, relationship with parents, maturation, marriage, problem solving, family finance, children, the elderly, community, and the projected family. Forms, charts, questionnaires, graphs, and a bibliography of professional resources and periodicals are included in the appendix. (FP)

VT 005 246
Bernstrom, Hal, And Others
Introductory Business for Everyday Living. What Business Does and Can Do for You. Learning Activity Package No. 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.

AIM/FALL 71

PUB DATE - Jul67 33p.

DESCRIPTORS - *BUSINESS EDUCATION; SECONDARY EDUCATION; *CONSUMER ECONOMICS; STUDENT EVALUATION; *INDIVIDUALIZED INSTRUCTION; SELF EVALUATION; *MANUALS; EDUCATIONAL OBJECTIVES; WRITING EXERCISES; *TEACHER DEVELOPED MATERIALS; INSTRUCTIONAL MATERIALS; PROGRAMED MATERIALS; RESOURCE MATERIALS
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - Three high school instructors prepared this learning activity package to help students understand basic business terms and ideas as they apply to consumers and producers. Useful for individualized instruction, these materials include: (1) a student evaluation chart, (2) a pretest, (3) instructional objectives, and (4) student activities. Also included in this color-coded material are several illustrations and the answers to the pretest. (JS)

VT 005 291
Plastics Education Guide.

Society of the Plastics Industry, Inc., New York, N.Y. Committee on Plastics Education. Plastics Education Foundation, Greenwich, Conn.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 51p. 1970 Revision.

DESCRIPTORS - *VOCATIONAL EDUCATION; *RESOURCE MATERIALS; *BIBLIOGRAPHIC CITATIONS; *PLASTICS; *CURRICULUM GUIDES; SECONDARY EDUCATION; COLLEGES; EQUIPMENT; INSTRUCTIONAL AIDS

ABSTRACT - This guide was prepared by the Committee on Plastics Education of the Society of the Plastics Industry to assist and encourage educational institutions on all levels and firms in the plaStics industry in preparing and presenting planned programs of study on plastics. Contents are: (1) Educational Levels and Course Outlines, (2) Reference Sources, (3) Trade and Professional Associations, and (4) Eyuipment and Supplies. The reference sources section presents a listing of numerous books, trade publications, and industry literature. (GB)

VT 006 162
Mitchell, E.F.
Teacher's Handbook, Distributive Education.

Mississippi State Dept. of Education, Jackson. Div. of Vocational and Technical Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 47p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM GUIDES; COOPERATIVE EDUCATION; *PROGRAM PLANNING; INSTRUCTOR COORDINATORS; ADULT EDUCATION; SECONDARY EDUCATION; *TEACHER ROLE; ADVISORY COMMITTEES; YOUTH CLUBS; PROGRAM EVALUATION; *MANUALS; ADMINISTRATION; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY

ABSTRACT - Developed as a reference manual for both instructor coordinators and administrators, this handbook presents ideas regarding the aims, policies, organization, and operation of local programs in distributive education (DE). Among the 12 sections of this handbook are the following: (1) Types and Operation of DE Programs, (2) Methods In Selection of Student-Learner, (3) Advantages and Values of The Cooperative Part-time Program, (4) Duties and Functions of a DE Coordinator, (5) The Local Advisory Committee, (6) Criteria for Evaluating a Distributive Education Program, and (7) Distributive Education Forms. This handbook should be of interest to those planning and evaluating DE programs as well as to those operating existing programs. (JS)

VT 006 214
Manual for the Education of the Food Service Supervisor. Part One--Guidelines for Organization and Establishment of a Training Course.

The American Dietetic Association, Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Dietetic Association, 620 North Michigan Avenue, Chicago, Illinois 60611 ($1.00).
PUB DATE - 66 35p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; GUIDELINES; *PROGRAM GUIDES; EDUCATIONAL PROGRAMS; PROGRAM DEVELOPMENT; *FOOD SERVICE INDUSTRY; *SUPERVISORS; RECRUITMENT; EDUCATIONAL FACILITIES; EDUCATIONAL EQUIPMENT; COURSE CONTENT; TEACHER QUALIFICATIONS

ABSTRACT - This publication contains guidelines developed by the American Dietetic Association for organizing and establishing a training program for food service supervisors in order to meet the membership requirements of the Hospital, Institution, and Educational Food Service Society. Guidelines are included for: (1) designating a policy committee and responsibilities of the coordinator, (2) objectives and purpose of the training program, (3) coordinator and teacher qualifications, (4) facilities and equipment requirements, (5) student qualifications, (6) recruitment, and (7) minimum classroom instruction. An instructional outline, bibliography, and film and filmstrip list are also provided. A related document is available as VT 006 215, also in this issue. (SB)

VT 006 215
Manual for the Education of the Food Service Supervisor. Part Two--Outline for Supervised Work Experience.

The American Dietetic Association, Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Dietetic Association, 620 North Michigan Avenue, Chicago, Illinois 60611 ($1.00).
PUB DATE - 68 52p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *FOOD SERVICE INDUSTRY; *SUPERVISORS; ON THE JOB TRAINING; *WORK EXPERIENCE PROGRAMS; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES

ABSTRACT - Developed by the American Dietetics Association, this teaching guide is for the supervising dietitian's use in planning the practical experience and on-the-job training of food service supervisors. Units are: (1) Orientation, (2) Administration and Food Production, (3) Personnel Food Service, (4) Patient Food Service, and (5) Special Assignment. Objectives, work areas, activities, assignments, and suggested time allotment accompany the units. A performance rating scale is included, and a related document is available as VT 006 214 also in this issue. (SB)

VT 006 625
Christensen, Howard H.; Lee, Ivan E.
Handbook for New Vocational Teachers.

Nevada Univ., Reno. Max C. Fleischmann Coll. of Agriculture.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 81p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *VOCATIONAL EDUCATION TEACHERS; *INSERVICE TEACHER EDUCATION; *TEACHER ROLE; *MANUALS; TEACHER EDUCATION; TEACHER ORIENTATION; BEGINNING TEACHERS; STUDENT TEACHERS

ABSTRACT - This handbook has been prepared for the vocational education major, student teacher, new teacher, and the adult teacher with limited teaching experience. Designed to highlight the simple but necessary tasks of successful teaching, one page is used for each main idea, supplemented by line drawings. Chapters include: (1) Characteristics of Successful Teachers, (2) Local Policies and Regulations, (3) Planning the Instructional Program, (4) Writing Lesson Plans, (5) Preparation for the Class, (6) How to Teach the Class, and (7) Evaluation and Testing. (CH)

VT 008 298
Aviation Electronics Technician 1 and C.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10318-C
PUB DATE - 68 486p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *AVIATION TECHNOLOGY; *STUDY GUIDES; *ENLISTED MEN; AVIATION MECHANICS; TECHNICAL EDUCATION; *ELECTRONIC TECHNICIANS; FILMS; ELECTRONICS; ADULT EDUCATION

ABSTRACT - Intended for enlisted personnel of the U.S. Navy and Naval Reserve who are preparing for advancement to AT1 and ATC, this training course on aviation electronics was prepared by the U.S. Navy Training Publication Center, Memphis, Tennessee. Topics are: (1) Aviation Electronics Technician Rating, (2) Aircraft Maintenance Organization, (3) Technical Drawings and Publications, (4) Aviation Supply, (5) Avionics Maintenance Supervision, (6) Maintenance Procedures, (7) Test Equipment, (8) Infrared Detection, (9) Magnetic Amplifiers, (10) Aircraft Computer Applications, (11) Antennas and Propagation, (12) UHF and Microwave Techniques, (13) UHF Communications, (14) Special Circuits, (15) Principles of Radar, (16) Radar Circuits, and (17) Radar Indicators. A film list, electronics symbols, Greek alphabet, and formulas are appended, and a subject index is included. (GB)

VT 008 496
Radio and Television. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 52p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONICS; ELECTRONIC TECHNICIANS; *RADIO; *TELEVISION; ELECTRICITY; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; VOCATIONAL EDUCATION; ELECTRIC CIRCUITS; TESTS

ABSTRACT - Developed by the Trade and Industrial Education Division of the District of Columbia public school system in cooperation with curriculum committees, this curriculum guide was developed for instructor use in providing a 3-year (1,620 hours) training program for radio and television technicians at the high school level. Specific objectives include teaching students to read and interpret electronic circuit diagrams, to operate and calibrate test instruments used in electronics, and to perform the skills required of electronic technicians efficiently. Suggested organization, management, and teaching techniques are presented, along with sample instruction sheets and tests. Subject matter blocks, accompanied by a time allotment for each unit outline are: (1) Basic Electronics, (2) Radio Servicing, (3) General Television Servicing, and (4) Television Bench Servicing. (GEB)

VT 010 369
Practices in Animal Sanitation. Service Bulletin Number Seven.

Arizona Univ., Tucson. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul66 19p.

DESCRIPTORS - *REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *LIVESTOCK; *SANITATION; *DISEASE CONTROL; AGRICULTURAL PRODUCTION; ANIMAL SCIENCE

ABSTRACT - Written by a graduate assistant in agricultural education, this bulletin is

intended to serve as a reference for vocational agriculture teachers and students studying units on livestock sanitation and disease. Section I covers such general sanitation practices as: (1) Sanitation in Housing Facilities, (2) Methods of Disinfection and Sterilization, (3) Chemical Disinfectant Chart, (4) Control of Disease Transport through Application of Sanitation, (5) Isolation as Part of the Sanitation Program, (6) Carcass Disposal, and (7) Care of Animals Immediately Before and After Birth. The second section is concerned with specific practices for specific kinds of animals, including swine, beef, sheep, dairy cattle, horses, and dogs and cats. Information on wounds and their treatment is also given. The bulletin also provides a glossary and a list of selected references. Three related documents are available as VT 001 012 and VT 001 013 (both in AIM Winter 1968) and VT 010 397 (also in this issue). (AW)

VT 010 397
Introduction to Plant Diseases.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix.
MF AVAILABLE IN VT-ERIC SET.
Service Bulletin Number Three
PUB DATE - Aug69 54p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; *PLANT PATHOLOGY; *RESOURCE MATERIALS

ABSTRACT - One of a series of service bulletins prepared to aid vocational agriculture teachers in presenting introductory material on specific areas of agricultural science, this booklet provides basic instruction on plant diseases. The unit is recommended for use in the second year of vocational agriculture, with major emphasis upon helping students to develop an understanding of basic principles and terminology related to plant pathology. Contents include: (1) Importance of Plant Diseases, (2) The Nature and Classification of Plant Diseases, (3) Growth and Reproduction of Plant Pathogens, (4) Dissemination of Plant Pathogens, (5) Infection by Plant Pathogens, and (6) Principles of Plant Pathology in Exercises and Experiments. A section giving descriptions and information on specific plant diseases, including various photographs and charts, is also provided, as well as a glossary, selected references for teachers and students, teaching aids and materials, films and slides, and suggested resource people. Other bulletins in the series are available as VT 001 012 and VT 001 013 (AIM Winter 1968) and VT 010 369, also in this issue. An instructor's guide for teaching this unit may be obtained from the Department of Agricultural Education, University of Arizona, Tucson. (AW)

VT 010 466
Digiovanni, Vincent L.
Machine Drafting, Volume 1.

Thomas A. Edison Vocational and Technical High School, Elizabeth, N.J.
RUtgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.25).
PUB DATE - NOV64 88p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *DRAFTING; ORTHOGONAL PROJECTION; *LABORATORY MANUALS; *TEACHING GUIDES; TEACHING PROCEDURES; LESSON PLANS

ABSTRACT - This text, the first of three proposed volumes on Machine Drafting, is organized into a series of drawing plates to teach the elements of drafting and drafting skills along with the making of typical shop drawings. Brief information is given relative to instruments and equipment, lines, lettering and constructions. The eight units of instruction include: (1) Introduction, four lessons, (2) Use of Drawing Instruments, five lessons, (3) Drawing Geometric Construction, six lessons, (4) Orthographic Projection, three lessons, (5) Tracing, three lessons, (6) Dimensioning, four lessons, (7) Working Drawings, six lessons, and (8) Sectional Drawings. The lesson plan contains the lesson objective, related information, and some times questions or assignments. Achievement tests for each unit are included. (GR)

VT 011 176
Garment Alterations. An Adult Training Course for Selected Occupations in Clothing Services.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224.
PUB DATE - 70 74p.

DESCRIPTORS - *TEACHING GUIDES; *ADULT EDUCATION PROGRAMS; *CLOTHING INSTRUCTION; INSTRUCTIONAL MATERIALS; *OCCUPATIONAL HOME ECONOMICS; *NEEDLE TRADES; SEAMSTRESSES; PROGRAM GUIDES

ABSTRACT - Designed to aid adult education directors and instructors in developing and implementing courses in clothing construction, this guide provides instructional techniques and methods for preparing trainees to become competent garment fitters, tailor's helpers, seamstresses, women's garment finishers, and garment rippers. Contents are divided into three sections, the first of which is concerned with administrative considerations, including utilization of the advisory committee, selection of instructor and trainees, facilities, and organizing and

promoting the course. Section II presents a suggested state course of study, broken down into six units or major areas of learning, including: (1) Use and Care of Fabrics, (2) Selection, Use, and Care of Sewing Equipment, (3) Techniques of Sewing, (4) Elements and Principles of Design, (5) Preparation for Employment, and (6) Management of a Garment Alterations Business. Units provide required job competencies, motivating procedures, suggested learning experiences, and instructional materials and references. Ways to adapt the state course to local situations are presented in Section III. Samples of instructional aids are appended and a bibliography is also included. (AW)

VT 011 195
Automotive Wholesaler Counterman's Handbook for Handling of Rebuilt Parts.

Automotive Parts Rebuilders Association, Inc., Rockville, Md.
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Parts Rebuilders Association, 255 North Washington Street, Rockville, Maryland 20850.
PUB DATE - 68 65p.

DESCRIPTORS - *SALES OCCUPATIONS; *AUTO PARTS MEN; *SALESMANSHIP; SALES WORKERS; TRADE AND INDUSTRIAL EDUCATION; *DISTRIBUTIVE EDUCATION
IDENTIFIERS - *COUNTERMAN'S HANDBOOK

ABSTRACT - Written primarily for the new countermen in the handling of rebuilt parts, this manual also has value as a refresher course for experienced countermen. It is designed to serve as a guide for better public relations, for more efficient order handling, and for essential basic job information. Major study topics are: (1) Meeting Customers, (2) Knowing Your Products, (3) How to Use a Rebuilder's Catalog, (4) Know Your Company's Policies, (5) Core Handling for Equity and Profit, (6) Identification Guides, (7) Essential Equipment, (8) Storage and Display, (9) Special Sales Tips, and (10) Counterman Job Description and Duties. A rebuilder membership roster and an advertisers' index are given. (GR)

VT 011 249 ED 042 894
Distributive Education in the Secondary Schools: A Tentative Program.

Chicago Board of Education, Ill.
EDRS PRICE MF-$.65 HC NOT AVAILABLE FROM EDRS
Chicago Board of Education, 228 North La Salle Street, Chicago, Illinois 60601 ($4.00).
PUB DATE - 64 327p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM GUIDES; *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; SECONDARY SCHOOLS; *TEACHER ROLE; PROGRAM PLANNING; *COOPERATIVE EDUCATION

ABSTRACT - This program guide for distributive education was developed as a cooperative effort of the Chicago Public Schools and the business community to help the teacher-coordinator establish a cooperative program and organize related activities and classroom instruction. Information is provided on the role of the teacher-coordinator, program activities such as the daily report of training station activities, public relations activities, and further opportunities for study in distributive education. Included in the program guide are nine basic or group instruction units, among which are units on (1) selling and buying, (2) stock control, (3) advertising and merchandising, (4) store organization and management, and (5) economics of distribution. Individualized instruction is incorporated into the program through the use of training plans for 26 types of training stations, while group instruction is used for teaching the basic understandings, concepts, and skills required for employment. Much use is made of sample forms, illustrations, and charts. (JS)

VT 011 267
Modular Instruction. Automobile Mechanics Vocational Training.

United States Reformatory, Petersburg, Va.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education and Training Division, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
PUB DATE - ND 130p.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); BEHAVIOR; VOCATIONAL EDUCATION; CORRECTIONAL REHABILITATION; CORRECTIONAL EDUCATION; SCHEDULE MODULES; INSTITUTIONAL SCHOOLS

ABSTRACT - This modular instructional guide was developed for use in the automobile mechanics vocational training program at the United States Reformatory in Petersburg, Virginia. The contents are arranged in modular order so that revisions can be made without interrupting the entire procedure and students can work at individual rates. Major units are: (1) Introduction, (2) Tools, (3) Fuel System, (4) Electrical System, (5) Engine, (6) Cooling System, (7) Brake System, (8) Power Flow, (9) Chassis, (10) Servicing, and (11) Trouble Shooting and Tuneup. Specific performance objectives, references, conditions, and behavior expectancies are presented for each unit. Students are expected to select pertinent information materials to aid them in the course. A training progress report chart is appended. (Not recommended for hard copy reproduction due to marginal legibility of original document.) (GEB)

VT 011 334
Beginning Drafting. A Handbook for Grades Seven and Eight.

Kansas City Public Schools, Mo. Industrial Arts Dept.

MF AVAILABLE IN VT-ERIC SET.
Business Services Division, 601 Board of Education Building, 1211 McGee Street, Kansas City, Missouri 64106 ($1.00).
PUB DATE - Nov58 83p.

DISCRIPTORS - *WORKBOOKS; *INDUSTRIAL ARTS; *DRAFTING; *STUDY GUIDES; ORTHOGONAL PROJECTION; ENGINEERING DRAWING; TEACHING GUIDES; GRADE 7; GRADE 8; TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES

ABSTRACT - Developed by a curriculum committee for the Kansas City Missouri Public Schools, this workbook is for teacher and student use in industrial arts drafting courses in Grades 7 and 8. Units are: (1) Freehand Sketching, (2) Charts, Maps, and Graphs, (3) Electrical Drafting, and (4) Freehand Working, Instrument Working, Pictorial, Architectural, Machine, and Sheet Metal Drawings. Each unit contains related general information and assignments. Worksheets for use with this document are available from the source of availability listed above. (GEB)

VT 011 363
Industrial Arts Curriculum Guide for the State of Wyoming Grades K-12.

Wyoming Research Coordinating Unit in Vocational-Technical Education, Cheyenne.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug69 82p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; *PROGRAM DESCRIPTIONS; INDUSTRIAL ARTS TEACHERS; *STATE CURRICULUM GUIDES; SECONDARY GRADES; *COURSE DESCRIPTIONS; PREVOCATIONAL EDUCATION; ELEMENTARY GRADES; CURRICULUM PLANNING

ABSTRACT - Prepared by members of the Wyoming State Industrial Arts Curriculum Committee, this guide is intended to aid Wyoming industrial arts teachers in planning and conducting improved programs on both the elementary and secondary levels. Following brief information on the philosophy of the program, goals, organizational plans, safety, personnel and shop management, and policy regarding special students, nine content areas are outlined, including: (1) drafting, (2) woodworking, (3) metalworking, (4) plastics, (5) basic electricity, (6) power mechanics and transportation, (7) home maintenance, (8) graphic arts, and (9) crafts, such as ceramics, leathercraft, and art metals. Program evaluation guidelines and an appendix containing eye safety legislation, safety color coding, and a content area bibliography are also included. (AW)

VT 011 497
Williams, Edgar, And Others
Safety in the Auto Shop. Unit No. 1--LAP No. 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 18p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *AUTO MECHANICS; *LABORATORY SAFETY; SAFETY EDUCATION
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity package is on safety in the high school auto shop. Designed as a self-instructional unit, it contains: (1) Rationale, (2) Primary Idea, (3) Secondary Idea, (4) Objectives, (5) Pretest, (6) Activities, and (7) Eight Instructional Sheets. A pretest answer sheet and bibliography are included. (GR)

VT 011 498
Peterson, L.C.
Geometry of Drawing, Drafting.--Universal Language of Industry. LAP No. 6.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 32p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *DRAFTING; GEOMETRIC CONCEPTS; ENGINEERING DRAWING; *ORTHOGONAL PROJECTION; HIGH SCHOOL STUDENTS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity package teaches certain geometrical constructions needed in drafting. Designed as a self-instructional unit for high school students, it contains: (1) rationale, (2) geometric applications, (3) primary ideas, (4) student objectives, (5) pretest terms, (6) key to pretest terms, (7) pretest drawing, (8) required and optional activities, (9) instructions following completion of activities, and (10) 12 drawings. A bibliography is included. (GR)

VT 011 502
Hames, Dan
Dimensioning Rules and Principles. LAP No. 11.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 12p.

DESCRIPTORS - *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; *DRAFTING; *GUIDELINES; INDUSTRIAL ARTS; HIGH SCHOOL STUDENTS; MANUALS; INSTRUCTIONAL AIDS
IDENTIFIERS - ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - This learning activity package, developed under a grant from Elementary

Secondary Education Act (ESEA) Title III, describes dimensioning rules and principles of drafting. Designed as a self-instructional unit for individual learning, it contains: (1) Rationale, (2) Primary Ideas, (3) Secondary Ideas, (4) Pretest Instructions, and (5) Five Secondary Ideas. Each secondary idea includes the stated objective and activities. A bibliography is given. Additional Learning Activity Packages (LAP) are available. (GR)

VT 011 561
Selected Advances in Metalworking Technology. Technology Utilization.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 49p.

DESCRIPTORS - *RESOURCE MATERIALS; TECHNICAL REPORTS; *TECHNOLOGY; *METAL INDUSTRY; METAL WORKING OCCUPATIONS; *TECHNICAL EDUCATION; PATENTS; METALLURGY

ABSTRACT - This publication of the Small Business Administration (SBA) presents a number of innovative processes and devices selected and intended to be of interest and use to small businesses concerned with metalworking technology. Developed through government space, nuclear energy, and defense programs, the material is presented in the form of brief digests from three major sources: NASA/AEC Tech Briefs, government-owned patents, and reports from the Clearinghouse for Federal Scientific and Technical Information. Brief general information is given on the Technology Utilization program of the SBA , as well as procedures for obtaining the full reports from which the digests are taken, followed by more than 125 digests covering: (1) forming, (2) heat treating and cleaning, (3) instrumentation, (4) joining, (5) machining, (6) metals, (7) new products, and (8) seals, coatings, and lubricants. Order forms for all three categories of sources are also provided. (AW)

VT 011 748
Functions of Industry.

Georgia Southern Coll., Statesboro.
EDRS PRICE MF-$0.65 HC-$9.87
PUB DATE - ND 212p.Result of the EPDA Inst. in Industrial and Career Development (Georgia Southern Coll., Statesboro).

DESCRIPTORS - *INDUSTRIAL ARTS; *TEACHING GUIDES; *COURSE CONTENT; *INDUSTRY; *FILMS; FILMSTRIPS; INDUSTRIAL AIDS; COURSE OBJECTIVES; SECONDARY GRADES
IDENTIFIERS - *EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - Intended for teachers of industrial arts in teaching the functions of industry, this course of study was compiled as a result of the EPDA Institute in Industrial and Career Development at Georgia Southern College. Contents are: (1) Introduction, (2) Organization, (3) Research and Development, (4) Production, (5) Marketing, (6) Finance and Control, (7) Personnel Administration, (8) External Relations, and (9) Secretarial and Legal. Each section contains suggested student activities, instructional aids, teacher notes, and counselor interaction in the program. Appended are various instructional aids that may be used including a listing of numerous films and filmstrips. (GB)

VT 011 775
Steeb, Ralph V.; Geil, John J.
Safety in Industrial Arts Laboratories. Bulletin 76H-1.

Florida State Dept. of Education, Tallahassee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - May69 86p.

DESCRIPTORS - *INDUSTRIAL ARTS; SAFETY EDUCATION; *LABORATORY SAFETY; ACCIDENT PREVENTION; SAFETY EQUIPMENT; SAFETY; *INSTRUCTIONAL MATERIALS

ABSTRACT - A really effective safety program is practiced regularly and naturally as part of the daily work. This manual was developed by industrial arts consultants to help the teacher develop within each student an awareness of safety that will carry through school and into postschool work and recreation. The purpose of safety education is: (1) to protect the student from injury while in the school shop or laboratory, and (2) to develop habits, attitudes, and perceptions which will help insure his safety throughout his lifetime. Major topics include: (1) Safety and Liability, (2) Causes of Accidents, (3) Providing for Safety, and (4) Safety Rules, covering all areas of industrial arts. Appended materials include a national standard safety inspection checklist, accident form, a selected bibliography, and listings of posters, charts, films and filmstrips, and catalogs and directories. A selected bibliography is appended. (GR)

VT 011 868
Quantity Food Preparation; A Suggested Guide.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.282:82015, $.35).
PUB DATE - 67 43p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; TRADE AND INDUSTRIAL EDUCATION; *FOOD SERVICE INDUSTRY; *FOODS INSTRUCTION; *EDUCATIONAL PROGRAMS; *TEACHING GUIDES; INSTRUCTIONAL AIDS; FOOD SERVICE WORKERS; SAFETY EDUCATION; SECONDARY EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - Developed by the Education Department of the National Restaurant Association, this guide is for instructor use in developing a training program in quantity

food preparation. Topics are: (1) Basic Principles of Quantity Food Preparation, (2) Science Related to Food Preparation, (3) Mathematics Related to Food Preparation, (4) English Related to Food Preparation, and (5) Safety Instruction. The content suggested for each subject area has been outlined under the three phases of instruction which include essential learnings, scope of instruction (suggested content), and technical and related information. The curriculum outline may be adapted to a 2- or 3-year course as part of a high school program or a specialized trade program. Job descriptions, teaching materials, and supplementary teaching materials are appended. (SB)

VT 011 872
Handbook and Study Guide for Aviation Mechanics I Inspection Authorization.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC65.95-2A
Department of Transportation, Federal Aviation Administration, Distribution Unit, TAD-484.3, Washington, D.C. 20590 (no charge).
PUB DATE - 15Apr69 32p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AVIATION MECHANICS; *INSPECTION; *EQUIPMENT EVALUATION; ADULT VOCATIONAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Administration, this handbook and study guide is primarily for use by persons preparing for aircraft inspection authorization, including conducting annual and progressive inspections and approving major repairs of alterations of aircraft. Contents cover: (1) issuance, renewal, and change of operational base of inspection authorization, (2) suggestions for developing good owner/authorized inspector relations, and (3) basic functions of authorized inspectors. Publications and sample forms and figures are appended. The guide may also be useful to aircraft manufacturers and certified repair stations. (AW)

VT 011 898
Gumaer, Harry T.; Wildman, George F.
Leadership in Curriculum Development; A Handbook for Teachers, School Administrators, and Consultants.

Glassboro State Coll., N.J. Curriculum Development Council for Southern New Jersey.
MF AVAILABLE IN VT-ERIC SET.
Curriculum Development Council for Southern New Jersey, No. 4 Gateway Hall, Glassboro State College, Glassboro, New Jersey 08028 ($1.50).
PUB DATE - 65 54p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM DEVELOPMENT; *CURRICULUM GUIDES; *TEACHER ROLE; *LEADERSHIP RESPONSIBILITY; CURRICULUM PLANNING; ADMINISTRATOR ROLE; CONSULTANTS; CHECKLISTS

ABSTRACT - Prepared by the Curriculum Development Council (CDC), this handbook was designed as a curriculum guide for administrators, teachers, and consultants. To help develop curriculum at the local level, the handbook states general principles for curriculum development and outlines specific processes and roles involved in curriculum change. Chapters are (1) Curriculum Development, (2) What Kind of Leadership, (3) Getting Started, (4) Maintaining Momentum, (5) The Roles to be Played, (6) Finishing the Job, and (7) The CDC in Operation. Also included are a leadership inventory, an orientation checklist, a checklist for consultants, and sources of reference materials. (JS)

VT 011 901
Index of Super Market Articles, 1969. Volume 14.

Super Market Inst., Inc., Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Super Market Institute, Inc., 200 East Ontario Street, Chicago, Illinois 60611.
PUB DATE - 70 73p.

DESCRIPTORS - *ANNUAL REPORTS; *INDEXES (LOCATERS); *CATALOGS; ANNOTATED BIBLIOGRAPHIES; PERIODICALS; DISTRIBUTIVE EDUCATION; REFERENCE MATERIALS; *FOOD SERVICE INDUSTRY; *FOOD STORES

ABSTRACT - One of a continuing series of annual reports prepared by the Super Market Institute's Information Service, cataloging selected articles about super market operations and the food service industry, this index serves super market operators and suppliers as a guide to recently published articles about the super market industry. Contents include over 650 single articles and series of articles published in 1969 in 27 periodicals, including food retailing, general business and marketing, and the Super Market Institute's own publications. Articles are grouped under 73 major subject categories and are arranged within each category in reverse chronological order, with the most recently published articles mentioned first. References provide title of the article, source publication, publication date, page number, authors and their affiliates if indicated, and some brief annotations. An extensive cross reference index is also included. An earlier report in the series is available as VT 009 991 (AIM Summer 1970). (AW)

VT 011 904 ED 044 511
Being a Nursing Aide; Student Manual.

American Hospital Association, Chicago, Ill. Hospital Research and Educational Trust.
DOCUMENT NOT AVAILABLE FROM EDRS.
Hospital Research and Educational Trust, 840 North Lake Shore Drive, Chicago, Illinois 60611 ($4.95).
PUB DATE - 69 439p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *STUDY GUIDES; *ON THE JOB TRAINING; TESTS; ANSWER KEYS; *JOB SKILLS; NURSING

ABSTRACT - Developed for students receiving on-the-job training as nursing aides, this illustrated manual contains these chapters: (1) Orientation, (2) Introduction to the Patient, (3) Your Working Environment, (4) The Patient's Unit: Making the Unoccupied Bed, (5) Lifting, Moving, and Transporting Patients: Making the Occupied Bed, (6) Personal Care of the Patient, (7) Food Service, (8) Special Treatments: Fluids and Wastes, (9) Observing and Recording Vital Signs, (10) Patient Admission, Transfer, and Discharge, (11) Physical Examinations, (12) Heat and Cold Applications, (13) Preoperative Nursing Care, (14) Postoperative Nursing Care, (15) The Patient in Isolation, (16) Care of the Dying Patient, and (17) Review. A self-test follows each chapter and a glossary, test answers, and subject index are included. (SB)

VT 011 919
Suggested Curriculum in Office Occupations.

Gila River Career Center, Ariz.
Central Arizona Coll.
Arizona State Dept. of Vocational Education, Phoenix.
Four Corners Regional Commission, Ariz.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 64p.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *FILE CLERKS; *STENOGRAPHERS; *TYPISTS; OFFICE OCCUPATIONS; VOCATIONAL EDUCATION

ABSTRACT - Intended to aid in preparing students for entry and advancement in office occupations, this program provides detailed outlines for the four major office occupations of receptionist, file clerk, clerk-typist, and stenographer. Contents give general information on the program, including a flow chart of student progression through all phases of the program, followed by the course outlines, which are broken down into separate instructional units giving course description, course objectives, suggested hours, and teaching aids and suggestions. The course is designed to provide terminal points within the total program in order to provide students with some saleable skills regardless of whether or not the entire program is completed. (AW)

VT 011 920
Auto Damage Correction Occupations; A Suggested Outline of Service and Levels for the Automotive Industries Occupations. Special Field Test Edition.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies only).
PUB DATE - 69 57p.

DESCRIPTORS - *CURRICULUM GUIDES; *AUTO BODY REPAIRMEN; *AUTO MECHANICS (OCCUPATION); *SKILLED OCCUPATIONS; REPAIR; *TRADE AND INDUSTRIAL EDUCATION; SKILLED WORKERS

ABSTRACT - This curriculum guide is intended to assist instructors in identifying and organizing the course content necessary to prepare trainees for entry employment in the field of auto damage correction services. Based on services to be performed, content is divided into the major areas of General Services, Paint, Body, and Frame, with the instructional material for each area presented in outline form for basic, intermediate, and advanced levels. Outlines include: (1) level, (2) topics to be covered, (3) concepts to be developed, (4) teaching suggestions, and (5) applications. A bibliography and a listing of occupations ranging from entry to technical level within the field of auto damage correction are provided. (AW)

VT 011 938
Shorthand for High Schools. Curriculum Bulletin, 1969-70 Series No. 9.

New York City Board of Education, Brooklyn, N.Y. Bureau of Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
00-0860-41
Auditor, Board of Education, City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 ($2.50).
PUB DATE - 70 122p.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHY; SECONDARY GRADES

ABSTRACT - Prepared by experienced supervisors in the area of shorthand instruction, this guide is designed to aid shorthand teachers at all experience levels in planning and conducting high school shorthand programs. The guide is organized in major sections for First Year, Second Year, Third Year, and Special Classes with the first three sections including objectives, classroom activities, instructional techniques, and evaluation, and the specialized course covering: (1) rapid advancement, (2) modified classes, (3) accelerated stenography, (4) Spanish stenography, (5) legal and medical stenography, (6) Gregg shorthand, (7) machine shorthand, (8) speedwriting, and (9) work experience. A section on cocurricular and extracurricular activities and an appendix providing a bibliography, teaching aids and resources, list of commonly misspelled words, various sample schedules and forms for use in electronic laboratories or classrooms, and speed dictation charts are also included. (AW)

VT 011 978
Safe Practices for Welding and Cutting

Containers That Have Held Combustibles.

American Welding Society, Inc., New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
AWS A6.0-65
American Welding Society, 345 East 47th Street, New York, New York 10017 ($1.50).
PUB DATE - 65 21p.

DESCRIPTORS - *MANUALS; *WELDING; *TRADE AND INDUSTRIAL EDUCATION; SAFETY; VOCATIONAL EDUCATION; PUBLICATIONS; CLEANING

ABSTRACT - This manual was prepared by the American Welding Society's (AWS) Committee on Safety Recommendations under the direction of the Technical Activities Committee and is intended as a safe practices guide for persons who weld or cut containers that have held combustibles. Sections are: (1) Scope, (2) Preparing the Container for Cleaning, (3) Water, Hot Chemical Solution, and Steam Methods of Cleaning, (4) Marking of Safe Containers, (5) Preparing the Clean Container for Welding or Cutting by Water Filling Treatment and by the Inert Gas Treatment, and (6) Welding or Cutting on Containers That Have Held Combustibles. The method for testing with the Larner Gas Sampler is appended, and other AWS publications and prices are listed. (GEB)

VT 011 980
Recommended Safe Practices for Gas-Shielded Arc Welding.

American Welding Society, Inc., New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
AWS A6.1-66
American Welding Society, 345 East 47th Street, New York, New York 10017 ($1.00).
PUB DATE - 66 16p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *WELDING; WELDERS; *SAFETY; *ACCIDENT PREVENTION

ABSTRACT - Prepared by the American Welding Society's Committee on Safety Recommendations, this bulletin discusses the potential hazards associated with the gas-shielded arc welding process and gives recommended control measures. A bibliography and a listing of American Welding Society technical publications are also provided. (AW)

VT 012 005
Aerospace Educational Materials.

General Aviation Manufacturers Association, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 13p.

DESCRIPTORS - *REFERENCE MATERIALS; *INSTRUCTIONAL MATERIALS; *AEROSPACE TECHNOLOGY; *AEROSPACE INDUSTRY; *AVIATION TECHNOLOGY; AVIATION MECHANICS; SCIENCE CURRICULUM; TECHNICAL EDUCATION

ABSTRACT - This publication of the General Aviation Manufacturers Association provides a listing of aerospace educational materials available for use by teachers and administrators in planning and conducting aviation and science curriculums at all levels. Listings are in alphabetical order by member manufacturer and provide such information as types of items available, number, educational level, prices, and addresses from which the materials may be ordered. Materials listed include flyers, brochures, booklets, films, filmstrips, kits, manuals, course guides, posters, and charts. (AW)

VT 012 086
Kiski, Louise Nicholson, Comp.
Women's Ready-to-Wear; A Distributive Education Manual.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - 70 157p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *INSTRUCTIONAL MATERIALS; *MERCHANDISING; *ASSIGNMENTS; RESOURCE MATERIALS; GLOSSARIES; STUDENT PROJECTS; RETAILING

ABSTRACT - Developed through the Instructional Materials Laboratory at the University of Texas, this student manual is for a high school distributive education program and includes 24 assignments related to selling women's ready-to-wear. Sections are: (1) Merchandise Information, (2) Stockkeeping, (3) Selling Ready-to-Wear, and (4) Fibers and Fabrics. Also included are a list of assignments found in the "Fibers and Fabrics" manual, a glossary, tailoring terms, fashion definitions, and the American Fashion Calendar. An answer book for "Women's Ready-to-Wear" is available from the source of availability listed above, and the "Fibers and Fabrics" manual is available as VT 001 095 (AIM Spring 1968). (JS)

VT 012 102
Basic Firefighting Practices.

Alaska State Dept. of Education, Juneau. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Sep69 156p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *FIRE FIGHTERS; *FIRE SCIENCE EDUCATION; *FIRE PROTECTION; SAFETY EDUCATION; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by the Alaska State Division of Vocational Education Fire Service Training Program in cooperation with the Alaska State Firefighters Association, this manual is designed primarily to aid in

preparing volunteer and paid firemen to deal with the practical problems of fire suppression. Sections presenting the fundamental practices and techniques necessary for effective fire scene operations cover: (1) Fire Department Safety, (2) Behavior of Fire, (3) First Aid Fire Extinguishers, (4) Hose Practices, (5) Pumper Operation, (6) Fire Service Ladders, (7) Forcible Entry, (8) Ventilation, (9) Salvage and Overhaul, and (10) Strategy, Tactics, and Pre-fire Planning. Numercus photographs, line drawings, diagrams, and charts are included. The manual may also be used as a guide for fire departments needing a review of basic skills and as an information source for those intending to teach the subject in Alaska. (AW)

VT 012 106
Airplane Flight Instructor Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-11A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-11A, $.70).
PUB DATE - 67 73p.

DESCRIPTORS - *STUDY GUIDES; *TECHNICAL EDUCATION; *FLIGHT TRAINING; *AIRCRAFT PILOTS; *RESOURCE MATERIALS; TESTS; ADULT VOCATIONAL EDUCATION

ABSTRACT - This guide was prepared by the Flight Standards Service of the Federal Aviation Administration to provide information to prospective airplane flight instructors and other persons interested in Federal Aviation Administration certification of flight instructors. Contents include information on certification requirements, reference material, application and testing procedures, and a sample written test with answers and explanations. The manual is illustrated with numerous figures, diagrams, and line drawings. (AW)

VT 012 109
Multiengine Airplane Class or Type Rating Flight; Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-4B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-4B, $.25).
PUB DATE - 68 27p.

DESCRIPTORS - *STUDY GUIDES; *AIRCRAFT PILOTS; *FLIGHT TRAINING; *TECHNICAL EDUCATION; *TESTS; RESOURCE MATERIALS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *MULTIENGINE AIRPLANES

ABSTRACT - Developed by the Flight Standards Service of the Federal Aviation Administration to assist applicants for multiengine ratings in preparing for certification or rating flight tests, this guide provides explanations of the procedures and maneuvers required for a pilot flight test in a multiengine airplane. Following general information on the guide, each of the three phases of the test presents a number of required items with each requirement discussed in terms of its objective, description, and acceptable performance. Phases are (1) Oral Operational Test (six requirements), (2) Basic Piloting Techniques (eight requirements), and (3) Multiengine Emergency Procedures (six requirements). The guide may be used by both prospective flight test applicants and their flight instructors. (AW)

VT 012 113 ED 049 356
A Guide for teachers of a Course in Career Exploration, Grades 8-9-10.

Oklahoma Vocational Research Coordinating Unit, Stillwater.
EDRS PRICE MF-$0.65 HC-$6.58
Curriculum and Instructional Materials Center, State Dept. of Vocational and Technical Education, 1515 West 6th Avenue, Stillwater, Oklahoma 74074 ($1.50).
PUB DATE - 70 157p.

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY EDUCATION; JUNIOR HIGH SCHOOLS; *CAREER PLANNING; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; CURRICULUM DEVELOPMENT; *COURSE CONTENT; *OCCUPATIONAL INFORMATION; COURSE OBJECTIVES; CAREER OPPORTUNITIES; OCCUPATIONAL GUIDANCE

ABSTRACT - Developed by counselors and teachers in a workshop setting, this teaching guide should be of value in planning and implementing a course in career exploration. Designed for use in grades 8, 9, and 10, the guide presents creative ideas for the following units: (1) Know Yourself, (2) World of Work, (3) Use of Occupational Information, and (4) Career Educational Planning. Each unit includes stated objectives, suggested activities, evaluation techniques, and sources of recommended instructional materials. Arranged in a four-column format, the guide also includes check lists, illustrations, sample forms, and a publisher index. (JS)

VT 012 137
Fire Fighting Manual for Tank Vessels.

Coast Guard (Dept. of Transportation), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
CG-329
PUB DATE - 1Jul68 48p.

DESCRIPTORS - *RESOURCE MATERIALS; MANUALS; *TECHNICAL EDUCATION; *FIRE FIGHTERS; *FIRE PROTECTION; *FIRE SCIENCE EDUCATION; SEAMEN; MARINE TECHNICIANS

ABSTRACT - Prepared jointly by the American Petroleum Institute and the U.S. Coast Guard, this manual is intended to aid seagoing

personnel in familiarizing themselves with the nature and hazards of fire, the characteristics and limitations of different types of fire-fighting equipment, and methods by which various fire hazards may be controlled most effectively. Chapters are: (1) The Chemistry of Fire and Fire Fighting, (2) Characteristics of Cargo, (3) Fire Fighting Agents and Equipment, (4) Fighting Fires, and (5) Case Histories of Tanker and Barge Fires and Explosions. A listing of Coast Guard District Commanders and Merchant Marine Activities is appended. The manual is illustrated with numerous figures, diagrams, drawings, and photographs. Recommended supplementary materials are "Rules and Regulations for Tank Vessels," Subchapter D, CG-123, which is available upon request from local Coast Guard Marine Inspection Offices, the annual Dangerous Cargo Regulations section of the Code of Federal Regulations, and the pamphlet, "Chemical Data Guide For Bulk Shipment by Water," CG-388, the latter two available from the Superintendent of Documents, Government Printing Office, Washington, D.C., for $2.50 and $1.25 respectively. (AW)

VT 012 221
Chabolla, Richard M., And Others
Calculating Machines I.

San Mateo Union High Schcol District, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21p.

DESCRIPTORS - *BUSINESS EDUCATION; *TESTS; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; *STUDENT EVALUATION; *OFFICE MACHINES; SECONDARY EDUCATION; GRADING; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by business educators for use in teaching office machines, this document contains a series of tests for the beginning unit covering calculating machines. Designed to evaluate student performance in relation to stated terminal objectives, the tests cover: (1) the full-keyboard adding listing machine, (2) the key-driven calculator, (3) the ten-key adding listing machine, (4) the rotary calculator, and (5) the printing calculator. Also included is a suggested grading scale. Unit two is available as VT 012 222, also in this issue. (JS)

VT 012 222
Chabolla, Richard M., And Others
Calculating Machines 2.

San Mateo Union High School District, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 11May70 26p.

DESCRIPTORS - *BUSINESS EDUCATION; *TESTS; *BEHAVIORAL OBJECTIVES; *STUDENT EVALUATION; *OFFICE MACHINES; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; GRADING

ABSTRACT - Developed by business educators for use in teaching office machines, this document contains a series of tests for the second unit covering calculating machines. Designed to evaluate student performance in relation to stated terminal objectives, these tests cover: (1) the full-keyboard adding listing machine, (2) the key-driven calculator, (3) the ten-key adding listing machine, (4) the rotary calculator, and (5) the printing calculator. Also included is a suggested grading scale. Unit one is available as VT 012 221, also in this issue. (JS)

VT 012 223
Minnesota School Bus Driver's Handbook.

Minnesota State Dept. of Education, St. Paul. School Transportation Section.
Minnesota State Dept. of Highways, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
Minnesota Department of Education, Centennial Building, St. Paul, Minnesota 55101 (no charge).
PUB DATE - Nov69 29p.

DESCRIPTORS - *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *DRIVER EDUCATION; *TRAFFIC SAFETY; *SCHOOL SAFETY; TRAFFIC REGULATIONS; LEGAL RESPONSIBILITY; SCHOOL BUSES
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - Prepared by the Minnesota State Department of Education and Highway Department, this handbook provides school bus drivers and school officials with information relating to the safe and efficient transportation of pupils. Information is provided for: (1) licensing and physical examination requirements, (2) driver contract obligations, (3) care, use, equipment, and inspection of vehicles, (4) regulations concerning speed limits, lighted headlamps, railroad crossings, and signals, and (5) responsibility and tips for handling children. Application blanks and forms for physical examination can be obtained from the source of availability cited above. (FM)

VT 012 245
Redmond, James F.
Curriculum Guide for Health Occupations. Short-Term Course for Cooks in Long-Term Care Facilities.

Chicago Board of Education, Ill.
MF AVAILABLE IN VT-ERIC SET.
Board of Education, 228 North LaSalle Street, Chicago, Illinois 60601 ($1.25).
PUB DATE - 69 59p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *COOKS; FOOD SERVICE WORKERS; NUTRITION INSTRUCTION; FOODS INSTRUCTION; *NURSING HOMES; PRETESTING; *STAFF IMPROVEMENT

ABSTRACT - This 16-week course was developed by the Chicago Board of Education and the Joint Board for Long-Term Care to aid teachers in upgrading cooks in nursing homes and other long-term care facilities. Students are selected by the cooperating agency and must have been employed in a nursing home for

at least 6 months. Pretests are given to determine a student's reading and ability level and his knowledge of cooking skills, followed by instruction in these units: (1) Introduction, (2) Fundamentals of Nutrition, (3) Principles of Food Preparation and Service, (4) Therapeutic Diets, (5) Environmental Control, and (6) Techniques of Ordering and Inventory Control. Objectives, concepts, content, and activities are included with each unit, and instructional and resource materials are appended. (SB)

VT 012 257
Activities Supervisor's Guide; A Handbook for Activities Supervisors in Long-Term Care Facilities.

Public Health Service (DHEW), Washington, D.C. Nursing Home Branch.
MF AVAILABLE IN VT-ERIC SET.
PHS Pub. 2021
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE20.2558:SU7, $1.00).
PUB DATE - 69 64p.

DESCRIPTORS - *NURSING HOMES; RESIDENTIAL CARE; *ACTIVITIES; SUPERVISORS; *GUIDELINES; PROGRAM PLANNING; *PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; RECREATIONAL PROGRAMS; *MANUALS

ABSTRACT - Prepared by the Nursing Home Branch of the Division of Health Resources, this handbook provides guidelines for activities supervisors in long-term care facilities. Topics are: (1) Qualifications of an Activities Supervisor, (2) Activities in General, which describes the six general types of activities and group and individual activities, (3) Establishing the Program, which suggests ways of finding interests and discusses budgeting, space, and equipment requirements, (4) Organizing and Running the Program, which provides information about the role of the administrator, consultants available to the supervisor, staff and volunteers needed, using volunteers effectively, developing an activities schedule, keeping records, and maintaining an effective program, and (5) Instructions for Selected Activities, which suggest ways to motivate participants, teach an activity, and includes several activities and resources. A discussion of health problems requiring long-term care and suggested readings are appended. (SB)

VT 012 260
Vocational Programs in Home Economics.

Northern Illinois Univ., DeKalb. Dept. of Home Economics.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 365p.Report of a Workshop (Northern Illinois Univ., DeKalb, Jul. 20-31, 1970).

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *WORKSHOPS; *INSTRUCTIONAL MATERIALS; EDUCATIONAL PROGRAMS; PROGRAM DEVELOPMENT; COOPERATIVE PROGRAMS; WORK STUDY PROGRAMS; ADVISORY COMMITTEES; *RESOURCE UNITS; CHILD CARE OCCUPATIONS; FOOD SERVICE OCCUPATIONS; HOME FURNISHINGS; SERVICE OCCUPATIONS; SECONDARY GRADES

ABSTRACT - A 12-day workshop attended by 37 participants focused on the establishment and development of vocational home economics programs, including cooperative and work-study programs, at the junior and senior high school level. Materials were developed for school administrator use in developing programs and for teacher use in planning and conducting programs. Projects resulting from the workshop and provided in this document are: (1) Initiating a Cooperative Vocational Home Economics Program in a Small School, (2) The Advisory Committee, a description of the formation, selection of membership, and functions of the committee, (3) Being a Better Friend and Employee, a 3-week teaching unit for an introductory course to vocational home economics at the eighth grade level, and (4) several resource units for wage earning programs in child care, clothing, foods, home furnishings, personal services, and home economics related occupations. (SB)

VT 012 266
Training Program for Housing Maintenance Employees.

New Orleans Housing Authority, La.
National Association of Housing and Redevelopment Officials, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAHRO Pub-No-N544
National Association of Housing and Redevelopment Officials, 2600 Virginia Avenue, N.W., Washington, D.C. 20037 ($2.50).
PUB DATE - Jun70 34p.

DESCRIPTORS - *CURRICULUM GUIDES; EDUCATIONAL PROGRAMS; *BUILDING TRADES; *SKILLED OCCUPATIONS; *MAINTENANCE; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - *HOUSING MAINTENANCE

ABSTRACT - This 6-month training program is designed to bring into the Housing Authority of New Orleans (HANO) young, unskilled maintenance trainees having potential for advancement to higher skilled maintenance positions and to provide them training in the specialized type of building maintenance required by the housing authority. The program consists of 158 hours of instruction in 11 categories of building maintenance, upon completion of which trainees must be able to perform the 79 jobs that make up the position of maintenance repairman for HANO. Contents include: (1) brief introductory information, (2) program standards, (3) student selection and qualifications and general information on the program, (4) course outline, and (5) training program schedule, listing time, day, and date of training, category and job number, hours per instructional unit, and instructor. Directions for instructors and various sample forms are also provided. (AW)

VT 012 271
Guidelines for Family Life and Sex Education, Grades K-12. Curriculum Bulletin No. 32.

Minnesota State Dept. of Education, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
Documents Section, Minnesota State Dept. of Education, Room 140, Centennial Building, St. Paul, Minnesota 55101.
PUB DATE - 70 101p.

DESCRIPTORS - *FAMILY LIFE EDUCATION; *SEX EDUCATION; *CURRICULUM GUIDES; ELEMENTARY GRADES; INTERMEDIATE GRADES; BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; TEACHER WORKSHOPS; SECONDARY GRADES

ABSTRACT - Developed during elementary and secondary teacher workshops and reviewed by a State coordinating committee, this curriculum guide contains suggested long-range behavior goals and content for the primary, intermediate, junior high, and senior high grade levels. An introductory section covers philosophy, need, suggestions for teachers, implementation, handling controversial issues, preservice and inservice education, and assessing the program. Generalizations, learning experiences, resources, and evaluation techniques for each grade level accompanying these goals: (1) Acquire a maturing self-image, (2) Understand the nature, purpose and roles of the family and its members, (3) Demonstrate a pattern of relationships based upon responsibilities to oneself and others, (4) Understand the influences of political, philosophical, religious, and cultural ideologies on sexuality, (5) Develop and employ a personal code of ethics, (6) Accept personal responsibility for positive and constructive influences on society's concerns for family living and sexuality, (7) Employ suitable and effective communication about human sexuality, and (8) Understand anatomical, physiological, psychological, and sociological maturation as related to human sexuality. Printed and audio-visual resources and sources for informational materials are included. (SB)

VT 012 313
Diley, William
Agri-Business, Is It for Me?.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($.25).
PUB DATE - [illegible] 71 16p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *PROGRAM DESCRIPTIONS; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; *CAREER OPPORTUNITIES; VOCATIONAL DEVELOPMENT; SECONDARY SCHOOL STUDENTS; OFF FARM AGRICULTURAL OCCUPATIONS

ABSTRACT - This publication is intended to help students in planning for their educational and vocational needs. The program of agribusiness and service is to prepare high school students enrolled in vocational agriculture for employment in related occupations where knowledge, skills, and abilities in agriculture are required. Career opportunities and program explanations are presented to give a better understanding of the agribusiness programs for high school students. (GB)

VT 012 351
Henderson, G.E., Comp.
Understanding Electricity and Electrical Terms, Their Meaning and Use.

American Association for Vocational Instructional Materials.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Association for Vocational Instructional Materials, Engineering Center, Athens, Georgia 30601.
PUB DATE - Sep70 33p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; VOCABULARY; SECONDARY GRADES; ILLUSTRATIONS

ABSTRACT - Developed by the American Association for Vocational Instructional Materials, this study guide is for student use in learning the basic electrical terms. Contents provide a discussion of: (1) what electricity is and how it acts, (2) common electrical terms, especially those that appear on equipment and in connection with wiring, (3) terms used in connection with the purchase of electrical energy, (4) how to determine amounts of energy used, and (5) how to figure operating costs. Color illustrations are used extensively throughout the material. (GEB)

VT 012 370
Mechanical and Electrical Technology. Resource Guide for Effective Instruction in Industrial Arts. Curriculum Bulletin No. 13B.

Minnesota State Dept. of Education, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
Documents Section, Minnesota State Dept. of Education, Room 140, Centennial Building, St. Paul, Minnesota 55101.
PUB DATE - 70 121p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING METHODS; EDUCATIONAL INNOVATION; *INDUSTRIAL ARTS TEACHERS; *INDUSTRIAL ARTS; RESOURCE GUIDES; *ELECTRICITY; *FLUID POWER EDUCATION; ENGINES; AFFECTIVE OBJECTIVES; COGNITIVE OBJECTIVES; PSYCHOMOTOR OBJECTIVES

ABSTRACT - Prepared for industrial arts teachers, this curriculum guide has been organized for efficient utilization of several newer methodological approaches to teaching. The order in which material is presented places the psychomotor, cognitive, and affective domains of learning on a

continuum with implementation procedures. Arranged in three sections on electronics, mechanical power, and fluid power technology, the guide presents material in the categories of: (1) Skills Students will be Able to Perform, (2) Concepts Students Will Understand, (3) Appreciations Students Will Develop, and (4) Implementation Suggestions. Sources of resource materials are included. Two related documents are available as VT 012 371 and VT 012 372, also in this issue. (JS)

VT 012 371
Materials Technology. Resource Guide for Effective Instruction in Industrial Arts. Curriculum Bulletin No. 13C.

Minnesota State Dept. of Education, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
Documents Section, Minnesota State Dept. of Education, Room 140, Centennial Building, St. Paul, Minnesota 55101.
PUB DATE - 69 125p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING METHODS; EDUCATIONAL INNOVATION; *INDUSTRIAL ARTS TEACHERS; *INDUSTRIAL ARTS; RESOURCE GUIDES; *PLASTICS; *METALS; WOODWORKING; AFFECTIVE OBJECTIVES; COGNITIVE OBJECTIVES; PSYCHOMOTOR OBJECTIVES

ABSTRACT - Prepared for industrial arts teachers, this curriculum guide has been organized for efficient utilization of several newer methodological approaches to teaching. The order in which material is presented places the psychomotor, cognitive, and effective domains of learning on a continuum with implementation procedures. Three sections, woods, metals, and plastics technology, list: (1) Skills Students Will Be Able to Perform, (2) Concepts Students Will Understand, (3) Appreciations Students Will Develop, and (4) Implementation Suggestions. Sources of resource materials are provided, and related documents are available as VT 012 370 and VT 012 372, also in this issue. (JS)

VT 012 372
Visual Communication Technology. Resource Guide for Effective Instruction in Industrial Arts.

Minnesota State Dept. of Education, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
Curr-Bull-13A
Documents Section, Minnesota State Dept. of Education, Room 140, Centennial Building, St. Paul, Minn. 55101.
PUB DATE - 70 82p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING METHODS; EDUCATIONAL INNOVATION; *INDUSTRIAL ARTS TEACHERS; *INDUSTRIAL ARTS; RESOURCE GUIDES; *DRAFTING; *GRAPHIC ARTS; AFFECTIVE OBJECTIVES; COGNITIVE OBJECTIVES; PSYCHOMOTOR OBJECTIVES

ABSTRACT - Prepared for industrial arts teachers, this curriculum guide has been organized for efficient utilization of several newer methodological approaches to teaching. The order in which material is presented places the psychomotor, cognitive, and affective domains of learning on a continuum with implementation procedures. Two sections, drafting and graphic arts technology, list: (1) Skills Students Will Be Able to Perform, (2) Concepts Students Will Understand, (3) Appreciations Students Will Develop, and (4) Implementation Suggestions. Sources of resource materials are provided and related documents are available as VT 012 370 and VT 012 371, also in this issue. (JS)

VT 012 377
An Instructor's Guide for a Program in Electrical Services. Automotive Industries Occupations.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 110p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; AUTO MECHANICS; ELECTRIC BATTERIES; SECONDARY EDUCATION; *ADULT VOCATIONAL EDUCATION; ENTRY WORKERS; BIBLIOGRAPHIES; TRANSPARENCIES

ABSTRACT - Developed by the Bureau of Secondary Curriculum Development, New York State Department of Education, from the suggested services listed in "Automotive Service Occupations" for automotive electric systems, this teaching guide may be used for secondary education classes or for preparing entry workers or adults already working as automotive mechanics. Units, arranged by content outline and teaching approaches, include: (1) Introduction, (2) Fundamentals of Automotive Electricity, (3) Automotive Storage Batteries, (4) Charging Systems, (5) Starting Systems, (6) Ignition Systems, and (7) Lighting and Electrical Accessories. Each unit contains objectives, review questions, textbook references, films, filmstrips, transparencies, and a summary of key points. A comprehensive objective final examination, glossary, bibliography, and directory for resource materials are appended. (FM)

VT 012 390
Careers in Retailing.

Ohio State Council of Retail Merchants, Columbus.
MF AVAILABLE IN VT-ERIC SET.
Ohio State Council of Retail Merchants, 71 East State Street, Columbus, Ohio 43215.
PUB DATE - ND 29p.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *RETAILING; *DISTRIBUTIVE EDUCATION; *CAREER OPPORTUNITIES; *EMPLOYMENT OPPORTUNITIES; CAREERS; EMPLOYMENT QUALIFICATIONS

ABSTRACT - Prepared by the Ohio State Council of Retail Merchants, this pamphlet presents brief resumes on 45 different careers in retailing, grouped under nine major areas in

the field. Areas covered are: (1) managerial and supervisory, (2) professional, including such careers as accountants, electronic data processing, decorators, various types of salesmen, watch repairmen, and printers, (3) advertising, including copywriters, artists, photographers, public relations, and protection, (4) display, including designers, graphic artists, fashion stylists, window trimmers, and painters, (5) office and clerical, such as auditors, secretaries, and business machines operators, (6) skilled craftsmen, including television and radio repairmen, appliance repairmen, furniture finishers, and tailors, (7) technicians, such as nurses, cash register repairmen, and draftsmen, (8) semi-skilled craftsmen, such as auto repairmen, truck drivers, seamstresses, cooks, and pressers, and (9) labor, including stockmen and warehousemen. Brief resumes provide information on duties, responsibilities, educational or training requirements, outlook for the future, and probable salary ranges for each occupation. (AW)

VT 012 392
An Instructor's Guide for a Program in Tuneup Services.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 78p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); VOCATIONAL EDUCATION; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; ADULT EDUCATION; TEACHING GUIDES; GLOSSARIES; BIBLIOGRAPHIES

ABSTRACT - Prepared by the Bureau of Continuing Education and Secondary Curriculum Development of the New York State Education Department, this curriculum guide is for instructor use in teaching tuneup services in the high school or adult education programs. Units are: (1) Introduction, (2) Engine Service, (3) Ignition System Service, (4) Fuel System Service, (5) Battery and Charging System Service, (6) Starting System Service, and (7) Cooling System Service. Each unit consists of objectives, content outline, questions for review, and an instructional materials list. A final examination, suggestions for using audiovisual materials, a glossary, a directory of related companies, and a bibliography are included. (GEB)

VT 012 458
Phipps, Lloyd J., And Others
Citizens' Advisory Councils in Education. Course of Study.

Illinois Univ., Urbana-Champaign. Rurban Educational Development Lab.
MF AVAILABLE IN VT-ERIC SET.
Rurban Educational Development Laboratory, 357 Education Building, University of Illinois, Urbana, Illinois 61801 ($1.50).
PUB DATE - 70 279p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ADVISORY COMMITTEES; *COURSE CONTENT; *TEACHING GUIDES; *CITIZEN PARTICIPATION; RESOURCE MATERIALS; COURSE OBJECTIVES; INSTRUCTIONAL AIDS; COURSE ORGANIZATION

ABSTRACT - This course of study has been designed to promote the use of citizens' advisory councils at local educational levels and to improve both the quality and quantity of citizen participation in these educational programs. Designed for use in educational and non-educational settings, this course of study will assist the teacher in determining what is to be taught as well as presenting ideas as to teaching and evaluating techniques, audio-visual aids, and recommended resources. The material has been arranged into teaching units on: (1) The Nature of Citizens' Advisory Councils, (2) Formation Procedures, (3) Internal Operations, (4) Activities and Operations, and (5) Special Citizens' Advisory Councils. Provided for each unit are objectives, suggested teaching techniques, a teaching outline, and resource materials. (Author/JS)

VT 012 510
Williams, David L., Ed.; Ammadi, Ali M., Ed.
Moving Products into Agricultural Firms. Seven Teaching Source Units for Agricultural Occupations Other than Farming.

Illinois Univ., Urbana. Div. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Division, University of Illinois, Urbana, Illinois 61801 ($.50, limited supply).
PUB DATE - Apr70 119p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *OFF FARM AGRICULTURAL OCCUPATIONS; *UNIT PLAN; *MANAGEMENT; INSTRUCTIONAL MATERIALS; PURCHASING; AGRICULTURAL SUPPLIES; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL AIDS

ABSTRACT - Focusing upon the knowledges and skills needed by employees in moving the product from supplier to the agricultural firm, this teaching source unit was developed by high school and junior college agriculture teachers in a course at the University of Illinois. The materials are divided into seven teaching source units containing 34 problem areas. Units are: (1) Understanding the Purchasing Function of an Agricultural Firm, (2) Determining the Kind, Quantity, and Quality of Products to Buy, (3) Identifying Potential Suppliers, (4) Understanding Methods Used by an Agricultural Firm in Making Buying Contracts, (5) Identifying Methods of Transporting and Routing Products, (6) Understanding Procedures for Receiving Products, and (7) Identifying Ways of Measuring and Reporting Purchasing Performance. Each problem area includes anticipated problems, questions and concerns, suggested teacher and class activities, and a listing of various teaching aids. A selected

bibliography is appended. (GB)

VT 012 511
Williams, David L., Ed.
Handling Products and Personnel in Agricultural Firms. Teaching Source Units for Agricultural Occupations Other than Farming.

Illinois Univ., Urbana. Div. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Division, University of Illinois, Urbana, Illinois 61801 ($.50, limited supply).
PUB DATE - Oct70 51p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; *OFF FARM AGRICULTURAL OCCUPATIONS; *UNIT PLAN; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; PERSONNEL MANAGEMENT; MONEY MANAGEMENT

ABSTRACT - Focusing on the knowledges and skills needed by employees in handling products and personnel in nonfarm agricultural firms, this teaching unit was developed by agriculture teachers and the Agricultural Education Division, University of Illinois. The materials are divided into three teaching source units containing 15 problem areas. Divisions are: (1) Understanding the Management of Personnel in an Agricultural Firm, (2) Understanding the Financial Operation, and (3) Understanding the Practices Followed in Storing and Inventorying Products. Each problem area includes teacher objectives, references, anticipated problems and concerns of students, and suggested class and individual student activities. (GB)

VT 012 537
Jensen, L.A.; Lund, H. Roald
How Cereal Crops Grow.

North Dakota State Univ., Fargo. Cooperative Extension Service.
MF AVAILABLE IN VT-ERIC SET.
Extension Bull-3
North Dakota Vocational Agriculture Association, Morrill Hall, North Dakota State University, Fargo, North Dakota 58102 ($.75).
PUB DATE - Feb71 40p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; *SUPPLEMENTARY TEXTBOOKS; *PLANT GROWTH; PLANT SCIENCE; FIELD CROPS; *GRAINS (FOOD); AGRONOMY; AGRICULTURAL PRODUCTION; GLOSSARIES; ILLUSTRATIONS

ABSTRACT - Intended for extension agents and other agricultural persons, this manual on plant growth of cereal crops was prepared by staff members of North Dakota State University. Sections are: (1) Cereal Crop Development, (2) Specific Crop Production Items, (3) Individual Crops, (4) Supplemental Information, and (5) Glossary. Numerous illustrations are presented for explanations. (GB)

VT 012 539 ED 048 469
A Teacher's Guide on Cooperative Enterprise in the American Economy.

National Education Association, Washington, D.C.
American Inst. of Cooperation, Washington, D.C.
Cooperative Foundation, Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Cooperative League of the USA, 59 East Van Buren, Chicago, Illinois 60605 ($1.00).
PUB DATE - 67 57p.

DESCRIPTORS - *TEACHING GUIDES; BUSINESS EDUCATION; SECONDARY SCHOOLS; *COOPERATIVES; *ORGANIZATION; RESOURCE MATERIALS; SOCIAL STUDIES; LESSON PLANS; TESTS; *ECONOMIC OPPORTUNITIES

ABSTRACT - Developed primarily for teachers in business education, this guide is intended to provide a reference in presenting the organization, structure, and role of cooperative enterprises. The guide sets out (1) a suggested lesson plan which includes the teaching objectives in regard to cooperative enterprise, (2) text references and related available material, and (3) related questions and topics for classroom discussion about cooperative enterprises. The material is presented in nine lesson plans which include (1) What Is A Cooperative? (2) History of Cooperation, (3) Cooperative Principles and Practices. (4) Cooperatives in the United States--Marketing, and (5) Cooperatives in the United States--Supply. Certain of these lesson plans are also recommended for use in social studies, economics, civics, history and geography classes. In addition to several useful charts and a project outline, the guide contains a set of examinations and answers. (JS)

VT 012 554
Maintaining the Lighting and Wiring System.

American Association for Vocational Instructional Materials, Athens, Ga.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Association for Vocational Instructional Materials, Engineering Center, Athens, Georgia 30601.
PUB DATE - Jan71 66p.

DESCRIPTORS - *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *MAINTENANCE; *ELECTRICAL APPLIANCE SERVICEMEN; ELECTRICAL SYSTEMS; ELECTRIC CIRCUITS; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; INSTRUCTIONAL MATERIALS; ELECTRICITY; APPLIANCE REPAIRING

ABSTRACT - Prepared by the American Association for Vocational Instructional Materials, this illustrated manual is for student use in learning the principles of maintaining a lighting and wiring system. The material is designed for persons interested in learning how to do home electrical maintenance. The first part of the manual consists of four units on repairing service cords, and the last portion consists of nine units on maintaining the permanent wiring system. Numerous diagrams augment the textual

material. (GEB)

VT 012 577
Consumer Education, Part One.

Texas Tech Univ., Lubbock. Home Economics Instructional Materials Center.
Texas Education Agency, Austin. Div. of Homemaking Education
MF AVAILABLE IN VT-ERIC SET.
Home Economics Instructional Materials Center, P.O. Box 4067, Texas Tech University, Lubbock, Texas 79409 ($6.50).
PUB DATE - Jan71 59p.

DESCRIPTORS - *CONSUMER EDUCATION; *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; GRADE 11; GRADE 12; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES; PURCHASING; MONEY MANAGEMENT

ABSTRACT - Prepared by the Home Economics Instructional Materials Center at Texas Tech University, this 2-part curriculum bulletin is designed for a 1-semester consumer education course at the 11th and 12th grade levels. Sections are: (1) Allocation of resources, (2) Consumer Buying, (3) Consumer Citizenship, and (4) Consumer and the Economy. Behavioral objectives, suggested learning experiences, key points, and references for students and teacher accompany the units of each section. Part Two, which is closely interrelated and supplementary to Part One, is available as VT 012 578, also in this issue. (SB)

VT 012 578
Consumer Education, Part Two.

Texas Tech Univ., Lubbock. Home Economics Instructional Materials Center.
Texas Education Agency, Austin. Div. of Homemaking Education.
MF AVAILABLE IN VT-ERIC SET.
Home Economics Instructional Materials Center, P.O. Box 4067, Texas Tech University, Lubbock, Texas 79409 ($6.50).
PUB DATE - Jan71 312p.

DESCRIPTORS - *CONSUMER EDUCATION; *TEACHING GUIDES; *HOME ECONOMICS EDUCATION; GRADE 11; GRADE 12; INSTRUCTIONAL MATERIALS; *INSTRUCTIONAL AIDS; TEACHING TECHNIQUES; AUDIOVISUAL AIDS; SIMULATION; EDUCATIONAL GAMES; TRANSPARENCIES; LEARNING ACTIVITIES

ABSTRACT - This curriculum bulletin, which is designed for a 1-semester consumer education course at the 11th and 12th grade levels, is closely interrelated and supplementary to Part One. It contains a wide variety of related teaching-learning materials for students and teachers, including: (1) directions for making transparencies, instant slides, bulletin boards, posters, and other visuals, (2) suggestions for using simulation games, case studies, skits, and stories, and (3) illustrations of programmed instruction, objective tests, crossword puzzles, and cartoons. These may be used in carrying out one or more of the suggested learning experiences in Part One, available as VT 012 577, also in this issue. (SB)

VT 012 604
Rasmussen, Sandra
The Licensed Practical Nurse as Charge Nurse: Instructor's Guide.

National Licensed Practical Nurses Educational Foundation, Inc., New York, N.Y.
Health Services and Mental Health Administration (DHEW), Bethesda, Md.
MF AVAILABLE IN VT-ERIC SET.
The National Licensed Practical Nurses Educational Foundation, Inc., 250 West 57th Street, New York, New York 10019 ($3.50).
PUB DATE - 70 58p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; *PRACTICAL NURSES; *PROGRAM PLANNING; *PROGRAM EVALUATION; NURSING HOMES; EDUCATIONAL FINANCE; ADVISORY COMMITTEES; ADMISSION CRITERIA; RESIDENTIAL CARE; FACILITY REQUIREMENTS; BIBLIOGRAPHIES; CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; STANDARDS; GUIDELINES

ABSTRACT - Developed during a University of Maryland School of Nursing project, reviewed by 10 practical nursing educators, and field tested in four schools, this program guide contains suggestions for planning a course to prepare licensed practical nurses for charge nurse responsibilities in nursing homes, extended care, and related facilities. Part I describes planning, implementing, and evaluating activities, including the role of the teacher and resource committee, scope of the program, funding, criteria for trainee selection, facilities requirements, brief description of the curriculum and standards, policies, and expectations. Part II contains materials and resources to be used in conducting the course, including guidelines and criteria for continuing education programs, charge nurse functions, sample application and evaluation forms, directory of publishers in the health care field, a bibliography, and guidelines to assess nurse manpower and health care facilities. The guide is designed to be used with the student text, which is available as VT 012 605 also in this issue. (SB)

VT 012 605
Rasmussen, Sandra
The Licensed Practical Nurse as Charge Nurse: Trainee Text and Study Guide.

National Licensed Practical Nurses Educational Foundation, Inc., New York, N.Y.
Health Services and Mental Health Administration (DHEW), Bethesda, Md.
MF AVAILABLE IN VT-ERIC SET.
The National Licensed Practical Nurses Educational Foundation, Inc., 250 West 57th Street, New York, New York 10019 ($5.00).
PUB DATE - 70 192p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; BIBLIOGRAPHIES; NURSING HOMES; RESIDENTIAL CARE; STUDY GUIDES; *TEXTBOOKS; JOB SKILLS; LEARNING ACTIVITIES

ABSTRACT - Developed during a University of Maryland School of Nursing project, reviewed by 10 practical nurse educators, and field tested in four schools, this trainee text contains information designed to prepare students for charge nurse responsibilities in nursing homes, extended care, and related facilities. Part I, The Licensed Practical Nurse (LPN) and Long-Term Care, contains background information about: (1) The LPN Today, (2) Medicare and Medicaid, (3) Patients, and (4) Settings for Long-Term Care. Part II, The LPN as a Charge Nurse, discusses the nurse's role in these chapters: (1) Introduction, (2) Planning Patient Care, (3) Coordinating Staff Activities, (4) Implementing Patient Care, and (5) Evaluating Patient Care. Part III, Educational Resources, lists related books, articles, and audiovisual aids. Each illustrated chapter contains two sections, one offering basic information about the topic and the other study activities. The instructor's manual is available as VT 012 604 also in this issue. (SB)

VT 012 610
Teaching Plans. Preparatory Course for the Barber Trade, Part III.

Connecticut State Dept. of Education, Hartford. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 66p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *BARBERS; VOCATIONAL EDUCATION; ADULT EDUCATION PROGRAMS; *SERVICE OCCUPATIONS; LESSON PLANS; SKILL DEVELOPMENT

ABSTRACT - Prepared by the Division of Vocational Education of the Connecticut State Department of Education, this teaching guide is the third part of a 4-part series and is for instructor use in presenting the theory and practice of the barbering trade. The contents are divided into six blocks: (1) History of Barbering and Orientation, (2) Instruments and Accessories, (3) Practical Skills, (4) Bacteriology, (5) Systems of the Body, and (6) Chemistry. The lesson plans include the aims, preparation, presentation suggestions, and applications of the various aspects of barbering. Parts I and II are available as VT 012 612, and Part IV is available as VT 012 611, also in this issue. (GEB)

VT 012 611
Trade Theory Tests. Preparatory Course for the Barber Trade, Part IV.

Connecticut State Dept. of Education, Hartford. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 45p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *BARBERS; *TESTS; VOCATIONAL EDUCATION; ADULT EDUCATION PROGRAMS; *SERVICE OCCUPATIONS; SKILL DEVELOPMENT; REFERENCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - Prepared by the Division of Vocational Education of the Connecticut State Department of Education, this document is the fourth in a 4-part series and contains theory tests of the barbering trade. The tests are objective in nature including matching and true-false questions. A bibliography and reference materials are appended. Part I and II are available as VT 012 612, and Part III is available as VT 012 610, also in this issue. (GEB)

VT 012 612
Instructor's Manual. Preparatory Course for the Barber Trade, Parts I and II.

Connecticut State Dept. of Education, Hartford. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 69p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *BARBERS; *MANUALS; VOCATIONAL EDUCATION; ADULT EDUCATION PROGRAMS; *SERVICE OCCUPATIONS; LESSON PLANS; SKILL DEVELOPMENT

ABSTRACT - Prepared by the Division of Vocational Education of the Connecticut State Department of Education, this manual is part of a 3-part series and was assembled for use by instructors in presenting material and motivating students interested in the barber trade. Part I provides the trade and related outlines for the course, including estimated hours of instruction, trade theory and practice, social studies, English, and mathematics, while Part II consists of a weekly schedule for trade and related instruction which correlates the trade theory and related instruction. Each part contains several blocks, and the entire course is arranged for 1,300 hours. Parts III and IV are available as VT 012 610 and VT 012 611, also in this issue. (GEB)

VT 012 627
Numerical Control of Machine Tools, Point-to-Point System. A Suggested Guide for a Training Course.

Bureau of Adult, Vocational, and Technical Education (DHEW/OE), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
OE-87051
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE5.287:87051, $1.00).
PUB DATE - 70 104p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *MACHINE TOOLS; *RESOURCE MATERIALS; MACHINE TOOL OPERATORS; COURSE CONTENT; BLUEPRINTS; PROGRAMING; BIBLIOGRAPHIC CITATIONS; FILMS; HYDRAULICS; ELECTRONICS; ELECTRICAL SYSTEMS; ELECTRICITY; TECHNICAL EDUCATION
IDENTIFIERS - MDTA PROGRAMS; *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

ABSTRACT - To assist in organizing and

conducting manpower development, training, and retraining programs, this individually authored guide and resource manual provides a course outline for 60 hours of instruction in numerically controlled machine tools programing and operation. Course units are: (1) Introduction to Numerical Control, (2) Blueprint Interpretation, (3) Machining Methodology, (4) Holding Devices, (5) Programing 1 and 2: Two Axis, (6) Tape, (7) Test the Program, (8) Basic Electricity, (9) Hydraulics, (10) Basic Electronics Devices, (11) Control Systems, (12) Auxilliary Functions, (13) Programing 1, 2 and 3: Three Axis, (14) Programing a Slope, (15) Programing an Arc or Circle, (16) Test the Programs, and (17) Computer Assistance. A bibliography and a listing of 21 films are included, and an instructor's lesson plan, floor plans, equipment lists, and teaching tips are appended. (GB)

VT 012 629
Animal Nutrition; Teachers Guide.

Montana State Univ., Bozeman. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, 313 Linfield Hall, Montana State University, Bozeman, Montana 59715 ($1.25).
PUB DATE - 70 46p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *ANIMAL SCIENCE; *NUTRITION; AGRICULTURE

ABSTRACT - This teaching guide on animal nutrition was compiled by agriculture education instructors in cooperation with the Department of Agricultural Education at Montana State University. Topics are: (1) Introduction to Animal Nutrition, (2) How Animals Use Their Feed, (3) How Nutrients Are Supplied to Livestock, and (4) Balancing the Ration. The guide is in outline form with objectives for each section. (GB)

VT 012 632
Curriculum Guide for Trades and Industries Building Construction Programs.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Trade and Industrial Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($1.75).
PUB DATE - 70 95p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *CONSTRUCTION INDUSTRY; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; REFERENCE MATERIALS; SECONDARY GRADES

ABSTRACT - Prepared by the Office of Vocational Education of the South Carolina State Department of Education in cooperation with the Department of Industrial Education and the Vocational Education Media Center of Clemson University, this curriculum guide is for teacher use in a 2-year high school and area vocational center building construction program. The material is aimed toward the development of basic manipulative skills and knowledge required for entry into the occupation of the student's choice, along with the development of desirable work habits and attitudes. Specific objectives, program description, the duties of a carpenter, and an outline for a 2-year carpentry course are included in this guide. A considerable amount of supplementary instructional material and additional sources of information are appended. Transparencies to accompany this material are available as VT 012 633, also in this issue. (GEB)

VT 012 633
Building Construction Equipment (Transparencies).

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($3.75 per set of transparencies).
PUB DATE - 70 24p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; *CONSTRUCTION INDUSTRY; *TRANSPARENCIES; *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; VOCATIONAL EDUCATION; TEACHING GUIDES; INDUSTRIAL ARTS; REFERENCE MATERIALS; SECONDARY GRADES

ABSTRACT - Prepared by the Office of Vocational Education of the South Carolina State Department of Education in cooperation with the Department of Industrial Education and the Vocational Education Media Center of Clemson University, these 20 transparencies and masters were developed for teacher use in trade and industries building construction programs. They are intended for use in high schools and area vocational centers and are to be used with a related curriculum guide available as VT 012 632, also in this issue. (GEB)

VT 012 637
Agricultural Mechanics Safety (Transparencies).

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
DOCUMENT NOT AVAILABLE FROM EDRS.
870/70
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($5.00 per set of transparencies).
PUB DATE - 70 32p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *TRANSPARENCIES; *AGRICULTURAL SAFETY; *SAFETY EDUCATION

ABSTRACT - This set of 61 transparency masters is intended for use with the related documents available in this issue as VT 012 639, "Agriculture Shop Safety: Teacher's Guide" and VT 012 638, "Agriculture Shop Safety: Student Manual." (GB)

VT 012 638
Agriculture Shop Safety; Student Manual.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Vocational Agricultural Section
MF AVAILABLE IN VT-ERIC SET.
870/70
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($1.00).
PUB DATE - 69 67p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; MANUALS; *AGRICULTURAL SAFETY; *SAFETY EDUCATION; *SCHOOL SHOPS; AGRICULTURAL ENGINEERING; ACCIDENT PREVENTION

ABSTRACT - This student reference manual on agricultural mechanics shop safety was prepared by the South Carolina State Department of Education and the Clemson University Agricultural Education Department. Illustrated topics are: (1) Protective Clothing Equipment, (2) Color Coding for Safety, (3) Fire Safety and Fire Extinguishers, (4) Electrical Safety, (5) Lifting Heavy Weights, (6) First Aid, (7) Hand Tool Safety, and (8) Power Tool Safety. Related documents available in this issue are VT 012 639, Teacher's Guide, and VT 012 637, transparencies. (GB)

VT 012 639
Agriculture Shop Safety; Teacher's Guide.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Vocational Agricultural Section
MF AVAILABLE IN VT-ERIC SET.
870/70
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($1.00).
PUB DATE - 69 49p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *AGRICULTURAL SAFETY; *SCHOOL SHOPS; DEMONSTRATIONS (EDUCATIONAL); FILMS; FILMSTRIPS; ACCIDENT PREVENTION; BIBLIOGRAPHIC CITATIONS; *SAFETY EDUCATION

ABSTRACT - This teaching guide on agricultural shop safety is one of a 3-part unit for teaching shop and tool safety prepared by the South Carolina State Department of Education and Clemson University Agricultural Education Department. Designed to supplement the student manual, this guide and reference manual contains suggested demonstrations, general safety materials, and safety test questions and answers. Appended are suggested reference books, the South Carolina eye protection law, and a list of available films and filmstrips. Related documents available in this issue are the student manual, VT 012 638, and transparency masters, VT 012 637. (GB)

VT 012 648
Carmody, John F.
Basic Automotive Air Conditioning.

Bergen County Vocational and Technical High School, Hackensack, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - JAN71 162p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *TECHNICAL EDUCATION; *AUTO MECHANICS; *AIR CONDITIONING; AIR CONDITIONING EQUIPMENT; GLOSSARIES; HAND TOOLS; ILLUSTRATIONS

ABSTRACT - This book, individually authored in cooperation with Rutgers University, presents principles and related theory of an automotive air conditioning system. Intended for teacher and student use in vocational high school programs, the units of instruction include: (1) Basic Principles, (2) Special Tools and Equipment, (3) The Drive Belt, (4) The Electro-Magnetic Clutch, (5) The Compressor, (6) Service Valves, (7) Basic Service Procedures, (8) Compressor Crankshaft Seal Repair Procedures, (9) The Condenser, (10) The Receiver Drier, (11) Thermostatic-Expansion Valve Functions, (12) The Evaporator, (13) The Electrical Control System, (14) Testing, and (15) Tubing. The lessons are presented in outline form with numerous illustrations. A glossary and achievement tests are appended. (GB)

VT 012 660
A Curriculum Guide for Aerospace Education (K-12).

Oklahoma Curriculum Improvement Commission, Oklahoma City.
Oklahoma State Air Education Committee.
Oklahoma Aeronautics Commission.
Oklahoma State Dept. of Education, Oklahoma City
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 80p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *AEROSPACE INDUSTRY; *CURRICULUM GUIDES; *ELEMENTARY GRADES; AEROSPACE TECHNOLOGY; ELEMENTARY EDUCATION; *SECONDARY GRADES; SECONDARY EDUCATION; BIBLIOGRAPHIC CITATIONS; FILMS; RESOURCE MATERIALS

ABSTRACT - To provide information on aerospace education and to help the teacher, this curriculum guide for grades K-12 was prepared by the Oklahoma State Department of

Education. The guide contains activities keyed to objectives and concepts to be developed, listings, and examples of many current publications and other available resources which are classified by grade level and subject matter area. Appended is a bibliography containing film listings, resource materials, and references. (GB)

VT 012 666
Aiken, William; Omvig, Clayton
Training in Mail Room Occupations--A Means, Not An End.

Kentucky Research Coordinating Unit, Lexington.
Jefferson County Schools, Louisville, Ky.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 150p.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *TEACHING GUIDES; *OFFICE MACHINES; *SECONDARY EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; PROGRAM PLANNING; UNITS OF STUDY (SUBJECT FIELDS); RESEARCH COORDINATING UNITS; PILOT PROJECTS; ENTRY WORKERS
IDENTIFIERS - KENTUCKY

ABSTRACT - Based on the results of a high school pilot project, these instructional materials were developed to aid in training mail room employees. Recommended as a twelfth grade course, this guide includes teacher and student information on the: (1) Collator, Jogger, and Electric Stapler, (2) Mail Opener, (3) Folding Machine, (4) Inserting Machine, (5) Keyboard Embossing Machine, (6) Addresser-Printer, (7) Mailing Machine, and (8) Parcel Post Scale and Scales. Also included are nine instructional units covering such topics as the zip code, bulk rate mail, and automation. Additional resource materials for the teacher are appended. A description of the pilot project is included. (JS)

VT 012 680
Course Outline for Introduction to the World of Work (Seventh Grade).

Alabama State Dept. of Education, Montgomery. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education, Field Office, 101 Petrie Hall, Auburn, Alabama 36830 (free to State Supervisors and Head Teacher Educators only).
PUB DATE - 70 35p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; PREVOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; OCCUPATIONAL CHOICE; OCCUPATIONAL ASPIRATION; *COURSE CONTENT; GRADE 7; UNITS OF STUDY (SUBJECT FIELDS); UNIT PLAN; *INDUSTRIAL ARTS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - Prepared by the Alabama State Department of Education, this course outline is designed as an introduction to occupations for seventh grade students. The 26 units, presented for each month of the school year, provide topical outlines and references for (1) job descriptions including opportunities and general skill requirements, (2) some study of life science, and (3) study and practice of simple hand tools and elementary skills with wood, leather, plastic, electricity, and other simple arts and crafts. An introductory section provides a description, purposes, and objectives of the course. A bibliography and a Widening Occupational Roles Kit are included. (FM)

VT 012 681
Course Outline for Exploring the World of Work (Eighth Grade).

Alabama State Dept. of Education, Montgomery. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education, Field Office, 101 Petrie Hall, Auburn, Alabama 36830 (available free to State Supervisors and Head Teacher Educators only).
PUB DATE - 70 31p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *INDUSTRIAL ARTS; *OCCUPATIONAL INFORMATION; CURRICULUM GUIDES; AGRICULTURAL EDUCATION; COURSE CONTENT; GRADE 8; UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL CHOICE; UNIT PLAN
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - This unit outline, which was prepared by the Alabama State Department of Education for eighth grade students, covers the work opportunities and requirements in elementary agribusiness science and industry. The 23 units, presented for each month of the school year, provide for laboratory experiences in occupational arts and crafts, including the identification, use, and care of hand tools, hardware, woods, leather, metals and other materials. Each unit consists of a content outline, suggested activities, and references. Appended are audio-visual aids, a bibliography, and an occupational kit. (FM)

VT 012 682
Course Outline for Vocational Orientation (Ninth Grade).

Alabama State Dept. of Education, Montgomery. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education, Field Office, 101 Petrie Hall, Auburn, Alabama 36830 (available free to State Supervisors and Head Teacher Educators only).
PUB DATE - 69 31p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; GRADE 9; COURSE CONTENT; *OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - *AGRIBUSINESS

ABSTRACT - Prepared for an orientation of 9th grade students interested in agribusiness, this course outline was developed by the

Agriculture Education Service of a State Department of Education. The outline contains units of instruction keyed to each month of the school year, and each unit includes an introduction, reference list, suggested learning activities, and a provision for additional teacher comments. The units are also keyed to occupational objectives in agribusiness and basic trades. (LM)

VT 012 683
Electricity--Electronics. Syllabus in Technical Subjects, (Tentative).

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 66p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; *ELECTRONIC TECHNICIANS; TEACHING GUIDES; DRAFTING; ELECTRIC CIRCUITS; VOCATIONAL EDUCATION; TECHNICAL OCCUPATIONS; BIBLIOGRAPHIES

ABSTRACT - Developed by the Bureau of Secondary Curriculum Development of the New York State Education Department in cooperation with an advisory committee, this tentative curriculum guide is for instructor use in teaching technical electricity and electronics over a 2 or 3-year period. Topics are: (1) Electricity, which consists of 20 units, including circuits, measurements, conductors, magnetism, DC motors and generators, transformers, batteries, and relays, (2) electronics, which consists of 11 units, including electron theory and devices, communications, and circuiting, (3) Electrical Construction, which consists of four units, and (4) Electrical-Electronic Drafting, which consists of 13 units, including lettering, schematic layout procedures, and block diagram. Each unit is outlined with suggestions for teacher presentations. A bibliography is included, and an introductory section provides objectives, suggestions for the teacher, course descriptions, scheduling suggestions, and diploma requirements. (GEB)

VT 012 684
Mechanical Technology. Syllabus in Technical Subjects.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, N.Y. 12224 (Single copies available).
PUB DATE - 69 49p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; MECHANICS (PROCESS); *DRAFTING; HIGH SCHOOLS; *METALLURGY; BIBLIOGRAPHIC CITATIONS; *TECHNOLOGY

ABSTRACT - Prepared by a curriculum committee of the New York State Department of Education, this curriculum guide on mechanical technology presents a description and outline of suggested high school courses. Topics are: (1) Course Descriptions, (2) Suggested Scheduling, (3) Diploma Requirements, (4) Strength of Materials, (5) Machine Design, (6) Technical Drafting, (7) Machine Shop, and (8) Metallurgy. A bibliography is appended. (GB)

VT 012 686
General Shop Guide for Vo-Ag Students. Revised Edition.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education, Field Office, 101 Petrie Hall, Auburn, Alabama 36830 (available in limited supply for $1.00).
PUB DATE - Nov69 182p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *TEACHING GUIDES; STUDY GUIDES; WORKBOOKS; VOCATIONAL EDUCATION; SECONDARY EDUCATION; *SCHOOL SHOPS; *INDUSTRIAL ARTS

ABSTRACT - Designed to assist teachers and students of vocational agriculture to best use the time allotted for general shop, this teaching guide was prepared by the Agricultural Education Service of the Alabama State Department of Education. Units are: (1) Shop Management and Safety, (2) Hand Tool Identification, (3) Use and Care of Hand Tools, (4) Power Tool Study, (5) Sketching and Drawing, (6) Identification: Wood Joint and Hardware, (7) Carpentry and Woodworking, (8) Painting, Varnishing, and Glazing, and (9) Introduction to Electrification, Sheet Metal and Soldering, Arc Welding, Plumbing, Concrete Work, and Mechanics. Each illustrated unit of instruction includes an introduction, the main points students should learn, a list of exercises for students to perform, a step by step procedure for each exercise, and a series of review questions. (LM)

VT 012 697
Advanced Shop Guide for Vo-Ag Students.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education, Field Office, 101 Petrie Hall, Auburn, Alabama 36830 (available in limited supply for $1.00).
PUB DATE - ND 194p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; VOCATIONAL EDUCATION; SECONDARY EDUCATION; *WORKBOOKS; STUDY GUIDES; *TEACHING GUIDES; CURRICULUM GUIDES; SCHOOL SHOPS; *FARM MECHANICS (OCCUPATION)

ABSTRACT - This teaching guide, prepared by the Agricultural Education Service of the Alabama State Department of Education, is designed for use as both a reference for the

teacher of vocational agricultural mechanics and a workbook for the high school student enrolled in advanced agricultural mechanics. Units are: (1) Arc Welding, (2) Simple Farm Plumbing, (3) Small Gasoline Engines, (4) Power Wood Working Tools, (5) Farm Electricity, (6) Acetylene Welding, (7) Painting Farm Machinery, and (8) Hot and Cold Metal Work. Each illustrated unit contains an introduction, a list of objectives, materials and equipment needed, and suggested exercises for students along with related reference material. (LM)

VT 012 698
Sullivan, Janie
Data Processing As It Applies to Distribution.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00).
PUB DATE - Jun70 121p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; *TEACHING GUIDES; *TEACHING TECHNIQUES; *DATA PROCESSING; GLOSSARIES; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared by a distributive education teacher-coordinator, this teaching guide outlines an introduction to the uses of the computer. By using this short exploratory course, it is hoped that students will gain an appreciation of this technical field as it applies to distribution. Each unit is color-coded and provides teaching suggestions and a teaching outline. The four units included are: (1) What Is Data Processing? (2) Factors Contributing To The Need for Improved Data Processing Methods, (3) Electronic Data Processing, (4) Electronic Data Processing Applied to Distributive Businesses. Also included are numerous illustrations, charts, and forms, as well as a glossary. (JS)

VT 012 699
Duncum, William C.
Basic Sales Techniques. A Distributive Education Manual.

Texas Univ., Austin. Dept. of Distributive Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.50, answer book for $2.00).
PUB DATE - Oct70 82p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; ANSWER KEYS; *SALESMANSHIP; *SALES OCCUPATIONS; JOB TRAINING; MERCHANDISING; MERCHANDISE INFORMATION

ABSTRACT - Written by a high school distributive education teacher-coordinator, this student manual provides 22 assignments pertaining to selling. Each assignment contains a learning objective, information, study questions, and project suggestions. Instructions to the student and a bibliography are included, and an answer book for "Basic Sales Techniques" is available for $2.00 from the source of availability listed for this document. (SB)

VT 012 700
Hatchett, Melvin S.
Food Service. A Distributive Education Manual.

Jesse Jones High School, Houston, Tex. Distributive Education.
Texas Univ., Austin. Distributive Education Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00, answer book $1.50).
PUB DATE - 70 133p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *FOOD SERVICE INDUSTRY; OCCUPATIONAL HOME ECONOMICS; TRADE AND INDUSTRIAL EDUCATION; HIGH SCHOOL STUDENTS; JOB TRAINING; FOOD SERVICE OCCUPATIONS; ANSWER KEYS; FOODS INSTRUCTION; SALESMANSHIP; SALES WORKERS

ABSTRACT - Developed by a coordinator of distributive education, this manual attempts to combine the selling and service aspects of distributive education with the trade and technical aspects of industrial education. Written to provide the high school distributive education trainee with a clearer understanding of the information, duties, responsibilities, and food preparation knowledge needed to achieve his career objective, the manual contains 21 illustrated assignments pertaining to: (1) The Importance of Food Service, (2) Duties and Responsibilities in Food Service, (3) Selling Food Service, and (4) Basics of Food Preparation. Instructions to teachers and a bibliography are included. An answer book for "Food Service" is available for $1.50 from the source of availability indicated for this document. (SB)

VT 012 701
Luter, Robert R.
The Use of Behavioral Objectives in the Pre-Employment Laboratory Curriculum of Distributive Education. Distributive Education Monograph Series for Improving Teaching Effectiveness.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.00).
PUB DATE - Dec70 44p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *BEHAVIORAL OBJECTIVES; *MANUALS; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT; *INSTRUCTIONAL IMPROVEMENT; STUDENT EVALUATION; LEARNING LABORATORIES

ABSTRACT - The use of behavioral objectives improves the quality of instruction and the effectiveness of the curriculum. Unless the instructor knows specifically what he wants his students to learn, he cannot be prepared to teach. Unless the student knows what he is supposed to learn, he cannot be expected to attain the objectives of the curriculum. Thus, this manual was prepared to assist DE teachers in establishing learning objectives in regard to the Pre-Employment Laboratory (PEL) Curriculum--a project-oriented curriculum. Included in the manual is information concerning (1) Definitions of Terminology, (2) The Need for Better Instruction, (3) How To Use Behavioral Objectives in Teaching, (4) Application of Behavioral Objectives to the PEL Basic Curriculum, and (5) Application of Behavioral Objectives to Projects. (Author/JS)

VT 012 703
Electronics Technician 3 and 2. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10195
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:EL2/18, $3.75).
PUB DATE - 68 546p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ELECTRONICS; *ELECTRONIC TECHNICIANS; *TECHNICAL EDUCATION; *ENLISTED MEN; ELECTRONIC EQUIPMENT; ADULT EDUCATION PROGRAMS; FILMS; DIAGRAMS; ILLUSTRATIONS

ABSTRACT - This training course was prepared by the Department of the Navy and is intended for U.S. Navy and Naval Reserve personnel who are interested in qualifying for Electronics Technician for Third and Second Class. Chapters are: (1) Advancement, (2) Maintenance, (3) Use of Special Test Equipment, (4) Radio Receivers, (5) Radio Transmitters, (6) Multicouplers and Distribution Systems, (7) Teletype and Facsimile Terminal Equipment, (8) Communications Multiplexing, (9) Electronic Aids to Navigation, (10) Search Radar, (11) Radar Repeaters, (12) Special Purpose Equipments, and (13) Satellite Navigation. A training film list is appended. (Not recommended for hard copy reproduction due to print size.) (GB)

VT 012 706
Housing Management Training Program. Community Development Training.

Massachusetts State Dept. of Community Affairs, Boston. Office of Training.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 122p.

DESCRIPTORS - *CURRICULUM GUIDES; *HOUSING MANAGEMENT AIDES; *VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; ECONOMICALLY DISADVANTAGED

ABSTRACT - Developed by the Rental Housing Association of the Greater Boston Real Estate Board, this training course includes all major categories of real estate management practice. Intended as a 2-week course, the lectures, discussion groups, and field trips are oriented toward socioeconomic and behavioral topics, particularly with regard to low income groups. Certificates are provided for persons completing the course. (BH)

VT 012 711
Communicative Skills, Grade Ten.

Little Rock Public Schools, Ark.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 146p.

DESCRIPTORS - *VOCATIONAL EDUCATION; VOCATIONAL HIGH SCHOOLS; *RELEVANCE (EDUCATION); *COMMUNICATION SKILLS; *TEACHING GUIDES; STUDENT NEEDS; *ASSIGNMENTS; READING INSTRUCTION; SENTENCES; CAREER PLANNING; STUDENT ATTITUDES

ABSTRACT - This document includes both a teacher's manual and student exercises for a course in communications skills and was prepared to help the vocational student develop skills necessary for effective communications in the world of work. These materials have been tested in a tenth grade class and revised accordingly. The teacher's guide includes sections on (1) Becoming a Good Student, (2) Loosing Toward a Career, (3) Reading Newspapers, (4) Improvement of Reading, (5) Dialects, and (6) Kernel Sentences. Student assignments which correspond to these sections are included. (JS)

VT 012 716
Standard First Aid Training Course. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10081-B
PUB DATE - 65 116p.

DESCRIPTORS - *HEALTH EDUCATION; *FIRST AID; *STUDY GUIDES; INJURIES; RESCUE; HEALTH SERVICES; *TEXTBOOKS; INDIVIDUAL STUDY

ABSTRACT - Designed as a reference for both Naval officers and enlisted men, this manual may be used for individual or group instruction in shipboard first aid procedures. Chapters, containing information and illustrations, are: (1) General Instructions, (2) Hemorrhage, (3) Asphyxiation, (4) Shock, (5) Poisoning, (6) Wounds, (7) Injuries to Bones, Joints, and Muscles, (8) Injuries from Heat and Cold, (9)

Defense against NBC Agents, and (10) Rescue and Transportation Procedures. A listing of common emergencies and actions to take is appended, and a subject index is included. (SB)

VT 012 717
Real Estate Primer. A Basic Study Guide for the Applicant for a Real Estate Salesman's License.

Oregon State Dept. of Commerce, Salem. Real Estate Div.
MF AVAILABLE IN VT-ERIC SET.
Oregon Dept. of Commerce, Real Estate Division, 158 12th Street, N.E., Salem, Oregon 97310 ($3.00).
PUB DATE - 70 290p.

DESCRIPTORS - *RESOURCE MATERIALS; *STUDY GUIDES; SUPPLEMENTARY TEXTBOOKS; *REAL ESTATE OCCUPATIONS; *REAL ESTATE; PROPERTY APPRAISAL; *ADULT VOCATIONAL EDUCATION

ABSTRACT - This primer may be used both as a basic introduction to the real estate field and as a supplementary reference or review source for applicants for a real estate salesman's license. Contents include sections on: (1) study tips, (2) licensing procedures, (3) real estate definitions and regulations, (4) land descriptions, (5) real property laws, (6) estates and interests, (7) landlord-tenant interaction, (8) mortgages, trust deeds, liens, contracts, and deeds and conveyances, (9) operation of the real estate office, (10) real property taxation, (11) water rights, plats, and subdivisions, (12) appraising, (13) real estate financing, (14) land abstracts, title, and title insurance, (15) real estate documents, (16) mathematics used in real estate, and (17) definitions of commonly used real estate words and phrases. Numbered questions similar to those in the real estate licensing examination are scattered throughout the text, and are keyed to an included answer key. Excerpts from Oregon real estate laws and rules and regulations of the Oregon Real Estate Board are also included as well as the Realtor's Code of Ethics. (AW)

VT 012 734
Airframe Maintenance Technician Curriculum. An Experimental Program for Vocational and Technical High Schools.

New York City Board of Education, Brooklyn, N.Y. Bureau of Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul69 91p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AVIATION MECHANICS; *AVIATION TECHNOLOGY; VOCATIONAL EDUCATION; TEACHING GUIDES; MAINTENANCE; ENGINES; SECONDARY GRADES; VOCATIONAL HIGH SCHOOLS; CERTIFICATION; EDUCATIONAL FACILITIES

ABSTRACT - Developed by the Bureau of Curriculum Development in cooperation with the Bureau of Trade and Technical Education of the New York City Board of Education, this curriculum guide is for instructor use in an experimental airframe maintenance technician program in vocational and technical high schools. The objectives are to provide over a 3-year period (1,518 hours), the technical knowledge and skill to stud interested in qualifying for an FAA Maintenance Technician Certificate of Competency with the Airframe, Powerplant, or combined Airframe and Powerplant ratings. A topical outline, time allotments, curriculum pattern, teacher requirements, and facilities and equipment information are presented. The majority of the material is concentrated on the airframe maintenance technician curriculum, with assignments and necessary information given for each topic. (GEB)

VT 012 748
Anderson, Agner, And Others
Drafting (Instructional Supplement).

Milwaukee Public Schools, Wis. Dept. of Elementary and Secondary Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 106p.

DESCRIPTORS - *VOCATIONAL EDUCATION; SUPPLEMENTARY TEXTBOOKS; *RESOURCE MATERIALS; *DRAFTING; *DRAFTSMEN; SECONDARY EDUCATION; INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - Developed by drafting instructors in the Milwaukee Public Schools in cooperation with a curriculum advisory committee, this curriculum supplement is a collection of individual resource units including bibliographies for use in junior high and high schools. The publication, designed to assist instructors of drafting, presents current industrial practices which include: (1) Levels of Drafting Occupations, (2) Kinds of Drafting Activities, (3) Standards, (4) Documentation, (5) Engineering Drawing Changes, (6) Dimensioning, (7) Drawing Media, and (8) Microfilming. For the convenience of instructors who might experience difficulty in securing prints from industry, various industrial prints are appended. (LM)

VT 012 750
Commissaryman 3 and 2. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10279-D
PUB DATE - 66 223p.

DESCRIPTORS - *FOOD SERVICE WORKERS; *MILITARY PERSONNEL; MILITARY TRAINING; *STUDY GUIDES; FOODS INSTRUCTION; FOOD STANDARDS; FOOD HANDLING FACILITIES; SANITATION; ILLUSTRATIONS; NUTRITION INSTRUCTION

ABSTRACT - Developed for the Bureau of Naval Personnel, this training manual is to be used by Naval and Naval Reserve Personnel who are studying for advancement to the rates of Commissaryman 3 and 2. Chapters are (1)

Advancement to Petty Officer, (2) The Food Service Division, (3) Inspecting Subsistence Items, (4) Storage and Care of Subsistance Ttems, (5) Galley and Meat Cutting Equipment, (6) Nutrition and Menu Planning, (7) Expenditure of Subsistence Items, (8) Sanitation in the General Mess, (9) Meat, (10) Food Preparation, (11) Baking, (12) Food Service, and (13) Landing Party. Illustrations, photographs, and charts augment the text. A list of training films is appended, and a subject index is included. (Author/SB)

VT 012 751
Markworth, Karl L., And Others
Machine Shop.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 151p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *METAL WORKING OCCUPATIONS; *MACHINE TOOL OPERATORS; *MACHINISTS; TEACHING GUIDES; METALS; MACHINE TOOLS; INDUSTRIAL ARTS; BIBLIOGRAPHIES; REFERENCE MATERIALS; SECONDARY GRADES; STUDENT PROJECTS

ABSTRACT - Developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools, this curriculum guide is for instructor use in teaching the trade and industrial fundamentals of machine shop in the secondary schools. Specific objectives include development of skills necessary in the machine industry, an understanding of the importance of the metalworking industry, and an appreciation of related information. The course outline covers 20 major units, encompassing 73 sub-units, which are presented in a seven-column format. Sixty detailed prints for projects, references, a list of films and filmstrips, and a bibliography are included. (GEB)

VT 012 753
Davenport, Howard; Disch, Ronald
Power and Transportation 1-6 and Automotive Engine Tune-Up 1-2.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 82p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *POWER MECHANICS; *TRANSPORTATION; *AUTO MECHANICS; INDUSTRIAL ARTS; TEACHING GUIDES; SECONDARY GRADES; COURSE ORGANIZATION; AUTO MECHANICS (OCCUPATION); SKILLED OCCUPATIONS; BIBLIOGRAPHIES

ABSTRACT - Developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools, this curriculum guide is for instructor use in teaching the vocational aspects of power and transportation and in teaching the principles of automotive engine tune-up in the secondary schools. The material is designed to cover a period of four school years and is broken into four basic parts. The first part is an introduction to power and transportation, the second is a more in-depth study, the third includes the theory and testing of systems, and the fourth part places emphasis on actual diagnosing and solving automobile engine problems with the use of test instruments. A 5-column format is used to present the material to best advantage. Objectives include the teaching of skills in the use of tools and equipment, development of an awareness of the industry, and acquaintance with products in the power and transportation field. An extensive list of supplementary aids, and a bibliography are included. (GEB)

VT 012 756
Basic Hand Tools. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10085-A
PUB DATE - 63 234p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *HAND TOOLS; WOODWORKING; *ENLISTED MEN; *SHOP CURRICULUM; SCHOOL SHOPS; ILLUSTRATIONS; FILMS

ABSTRACT - Designed to present the basic operations using handtools required for the performance of a wide variety of jobs, this book was developed by the Department of Navy. The text is divided into two parts: (1) descriptions, illustrations, general uses, and approved maintenance procedures for handtools and portable power tools, and (2) a description of the way in which the tools are used in specific operations. Topics are: (1) Common handtools, (2) Common power tools, (3) Fastening devices, (4) Measuring, (5) Laying out, (6) Testing, checking, and setting, (7) Woodcutting operations, (8) Grinding and filing operations, (9) Metal cutting operations, and (10) Miscellaneous skills. A training film list, tables of information, and electrical safety precautions are appended and a tool and operations index are provided. (GB)

VT 012 757
Fireman. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10520-C
PUB DATE - 66 177p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ENGINEERING TECHNICIANS; *APPRENTICESHIPS; ENLISTED MEN; GLOSSARIES; FILMS; TECHNICAL EDUCATION
IDENTIFIERS - *FIREMEN

ABSTRACT - Prepared to assist the Fireman Apprentice to qualify and to advance to Fireman in the Navy, this training course for enlisted men was developed by the Training Publications Division of the Navy. Chapters

are: (1) Preparing for Advancement, (2) Engineering Department, (3) Engineering Fundamentals, (4) Ship Propulsion, (5) Basic Steam Cycle, (6) Boilers, (7) Steam Turbines, (8) Auxiliary Machinery and Equipment, (9) Instruments, (10) Pumps, Valves, and Piping, (11) Shipboard Electrical Equipment, (12) Internal Combustion Engines, and (13) Engineering Watches. Numerous illustrations are provided, and a training film list and glossary are appended. (GB)

VT 012 759
Industrial Arts Aerospace for Intermediate and Junior High Schools. Experimental Materials, First Draft.

New York City Board of Education, Brooklyn, N.Y. Bureau of Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Project No. 5511.
PUB DATE - Aug70 135p.

DESCRIPTORS - *INDUSTRIAL ARTS; *STUDENT PROJECTS; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *EXPERIMENTAL CURRICULUM; CURRICULUM GUIDES; AEROSPACE TECHNOLOGY; INDUSTRIAL EDUCATION; INTERMEDIATE GRADES; JUNIOR HIGH SCHOOLS; ILLUSTRATIONS; INDIVIDUALIZED INSTRUCTION

ABSTRACT - This 20-week experimental curriculum bulletin for intermediate and junior high schools was prepared by the New York City Bureau of Curriculum Development. A suggested program schedule outlines topics on Introduction to Flight, Support Systems, and Space and Rockets, including suggested projects, instructional content, and related information for each topic. Detailed information in the form of textual material and directions for making a wind tunnel and other student projects is provided for the Introduction to Flight topic. Additional project directions and information are appended. (SB)

VT 012 760
Powerplant Maintenance Technician Curriculum. An Experimental Program for Vocational and Technical High Schools.

New York City Board of Education, Brooklyn, N.Y. Bureau of Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Project No. 7516A
PUB DATE - Jul69 88p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *EXPERIMENTAL CURRICULUM; *CURRICULUM GUIDES; *MAINTENANCE; *AVIATION TECHNOLOGY; HIGH SCHOOLS; TECHNICAL EDUCATION; EXPERIMENTAL PROGRAMS; CURRICULUM

ABSTRACT - Intended for vocational and technical high schools, these experimental curriculum materials In powerplant maintenance were prepared by the City of New York Bureau of Curriculum Development in cooperation with the Bureau of Trade and Technical Education. Contents are: (1) Introduction, (2) Topical Outline, Year Level, and Time Allotment, (3) Curriculum Patterns, (4) Student Hours of Instruction, (5) General Notes, (6) Powerplant Maintenance Technician Curriculum, (7) Instructional Facilities, (8) Instructional Equipment, and (9) Teachers. The topics are presented in outline form according to subjects. (GB)

VT 012 761
Genes, H.F., And Others
Traffic Accident Investigation Teaching Guide.

North Carolina State Board of Education, Raleigh. Law Enforcement Training.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Apr69 73p.

DESCRIPTORS - *TEACHING GUIDES; *TRAFFIC ACCIDENTS; *TRAFFIC REGULATIONS; *TRAFFIC SAFETY; LAW ENFORCEMENT; *POLICE

ABSTRACT - Prepared by officers of a North Carolina police department, this teaching guide is written in outline form and provides information concerning traffic accident investigation. Chapters cover: (1) classifications and definition of accidents, (2) what an accident investigation involves, (3) causes and factors involved in accidents, (4) planning an investigation, (5) steps in conducting and reporting an investigation, (6) driver, pedestrian, road, weather, and vehicle conditions, (7) speed and skidmarks, (8) hit and run investigation, and (9) legal responsibilities. (SB)

VT 012 764
Illustrator Draftsman 3 and 2. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10469
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:D78/5, $2.50).
PUB DATE - 67 421p.

DESCRIPTORS - *STUDY GUIDES; *TECHNICAL ILLUSTRATION; *TRADE AND INDUSTRIAL EDUCATION; *PROMOTION (OCCUPATIONAL); MILITARY TRAINING; MILITARY PERSONNEL; DRAFTING; DRAFTSMEN; VOCATIONAL EDUCATION; ENGINEERING DRAWING; VISUAL ARTS; *SUPPLEMENTARY TEXTBOOKS

ABSTRACT - Developed by the Training Publications Division of the Naval Personnel Program Support Activity, this study guide is for use by Navy and Naval Reserve personnel who are seeking advancement to the rate of Illustrator Draftsman Third Class or Illustrator Draftsman Second Class. The first chapter discusses the scope of the rating, and succeeding chapters provide information pertaining to: (1) mathematics, (2) machine, structural, mechanical, and electrical drawings, (3) lettering, (4) technical illustrations, (5) color, and (6) visual presentations. The material is illustrated by pictures and diagrams and a reading list and subject index are included. (GEB)

VT 012 765
Hospitalman. Navy Training Course.

Department of the Navy, Washington, D.C.
Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10664-B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:H79/966, $1.25).
PUB DATE - 66 185p.

DESCRIPTORS - *STUDY GUIDES; *HEALTH EDUCATION; *HOSPITAL PERSONNEL; FIRST AID; NURSING; ANATOMY; PHYSIOLOGY; *MILITARY PERSONNEL; MILITARY TRAINING; ILLUSTRATIONS

ABSTRACT - Developed for the Bureau of Naval Personnel, this training manual is to be used by Naval and Naval Reserve Personnel preparing for advancement in the rate of Hospitalman. Part I discusses elementary anatomy and physiology, while Part II outlines elementary first aid and bandaging procedures, and Part III is an introduction to the principles and practices of nursing. Illustrations, photographs, and charts augment the text. A subject index is included. (Author/SB)

VT 012 768
Air Controlman 3 and 2. Rate Training Manual.

Department of the Navy, Washington, D.C.
Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10367-D
PUB DATE - 70 343p.

DESCRIPTORS - *MANUALS; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; MILITARY PERSONNEL; *MILITARY TRAINING; *AVIATION TECHNOLOGY; RESOURCE MATERIALS; TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; ADVANCED PLACEMENT PROGRAMS; JOB TRAINING

ABSTRACT - Prepared by the Navy Training Publications Center, this manual is one of a series of training manuals to be used by enlisted personnel studying for advancement in the Air Controlman rating. Information is arranged in 14 chapters which include: (1) Air Controlman Rating, (2) Control Tower Equipment, (3) Aviation Weather Reports and Advisories, (4) Federal Air Regulations, (5) Airport Traffic Control, and (6) Radar and Allied Equipment and Procedures. Also included are definitions and abbreviations, a joint electronics type designation system, an index and a reading list. A related document is available as VT 012 769, also in this issue. (JS)

VT 012 769
Air Controlman 1 and C. Rate Training Manual.

Department of the Navy, Washington, D.C.
Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10368-D
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:AI7/15/970, $1.50).
PUB DATE - 70 154p.

DESCRIPTORS - *MANUALS; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; MILITARY PERSONNEL; *MILITARY TRAINING; RESOURCE MATERIALS; *AVIATION TECHNOLOGY; TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; FLIGHT TRAINING; JOB TRAINING

ABSTRACT - Prepared by the Navy Training Publications Center, this manual is to be used by enlisted naval personnel studying for advancement in the Air Controlman rating. Chapters are: (1) Air Controlman Rating, (2) Flight Planning, (3) Facility Operation, (4) Terminal Instrument Procedures, (5) Air Traffic Control, (6) Emergency Procedures, (7) CVA/CVS Procedures, and (8) Administration. Other information found in this manual are definitions, abbreviations, numerous illustrations, and a list of suggested readings. A related document is available as VT 012 768, also in this issue. (JS)

VT 012 770
Aircrew Survival Equipmentman 3 and 2. Rate Training Manual.

Department of the Navy, Washington, D.C.
Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10358-D
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:A17/16/970, $3.25).
PUB DATE - 70 384p.

DESCRIPTORS - *MANUALS; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; MILITARY PERSONNEL; *MILITARY TRAINING; RESOURCE MATERIALS; *AVIATION TECHNOLOGY; TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; ADVANCED PLACEMENT PROGRAMS; FLIGHT TRAINING; JOB TRAINING

ABSTRACT - Prepared by the Navy Training Publications Center, this manual is to be used by enlisted Naval personnel studying for advancements in the Aircrew Survival Equipmentman (PR) rating. Arranged in 20 chapters, this information includes sections on: (1) Parachute Familiarization, (2) Automatic Parachute Actuators, (3) Fasteners, (4) Standard Liferafts and Equipment, (5) Oxygen, and (6) NES-8A and NES-8B Personnel Parachute Assembly. Numerous illustrations, a reading list, and an index are included. (JS)

VT 012 771
Electrician's Mate 3 and 2. Navy Training Course.

Department of the Navy, Washington, D.C.
Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10546-B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:EL2/13/968, $2.75).
PUB DATE - 68 512p.

DESCRIPTORS - *TRADE AND INDUSTRIAL

EDUCATION; *STUDY GUIDES; ENLISTED MEN; *ELECTRICIANS; ELECTRICAL SYSTEMS; *ELECTRICITY; ELECTRIC BATTERIES; ILLUSTRATIONS; FILMS; ELECTRIC MOTORS; *MILITARY TRAINING

ABSTRACT - To aid enlisted Navy men in preparing for advancement to Electrician's Mate 3 or 2, this training course was prepared by the Navy Training Publications Division. Chapters are: (1) Advancement, (2) The 3-M System, (3) Electrical Cables and Accessories, (4) Shipboard Lighting, (5) Searchlights, (6) Maintenance of Motors and Generators, (7) Batteries, (8) Protective Devices, (9) Control Devices, (10) Small Craft Electrical Systems, (11) Power Distribution, (12) Electric Auxiliaries, (13) Gyrocompasses, (14) Electric Propulsion, and (15) Records and Reports. A list of 33 training films is appended. (GB)

VT 012 772
Blueprint Reading and Sketching. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
DOCUMENT NOT AVAILABLE FROM EDRS.
NAVPERS 10077-C
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:B62/968, $1.25).
PUB DATE - 68 162p.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ENGINEERING DRAWING; ELECTRICITY; ELECTRONICS; VOCATIONAL EDUCATION; *BLUEPRINTS; DRAFTING; MILITARY PERSONNEL; ARCHITECTURAL DRAFTING; ORTHOGONAL PROJECTION

ABSTRACT - Developed by the Training Publications Division of the Naval Personnel Program Support Activity, this study guide is for use by enlisted men of the U.S. Navy and Naval Reserve whose duties require a knowledge of blueprint reading and sketching. Chapters are: (1) Blueprints, (2) Projection and Special Views, (3) Technical Sketching, (4) Electrical Prints, (5) Electronic Prints, (6) Machine Drawings, (7) Piping Prints, (8) Sheetmetal Drawings, (9) Structural Drawings, and (10) Architectural Drawings. The manual is illustrated by pictures, sketches, and drawings, and a subject index is included. (GEB)

VT 012 773
School Housekeeping. A Guide for the Modern Custodian.

Tennessee Univ., Knoxville. School Planning Lab.
MF AVAILABLE IN VT-ERIC SET.
The University of Tennessee, The School Planning Laboratory, College of Education, P.O. Box 8530, Knoxville, Tennessee 37916 ($7.50).
PUB DATE - 70 107p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *CUSTODIAN TRAINING; *SCHOOL MAINTENANCE; ADULT VOCATIONAL EDUCATION

ABSTRACT - Intended primarily as a reference guide for school custodians, this guide also presents school administrators and teachers with information on proper maintenance and cleaning procedures essential to keeping school facilities safe and sanitary. In addition to a chapter on selection, training, and responsibilities of the school custodian, contents cover: (1) general information on cleaning procedures, materials, and equipment, (2) care of restroom facilities, (3) maintenance and care of hard floors, (4) maintenance and care of carpets, and (5) climate control, including heating, air conditioning, and ventilation. Suggested time schedules for performance of tasks are provided for each section. (AW)

VT 012 776
Vice, Billy J.
Agricultural Mechanics. Unit: Agricultural Weights and Measurements.

Kentucky Univ., Lexington. Dept. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
HS 52
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington 40506 (one copy free on request for State Directors of Agricultural Education).
PUB DATE - Dec69 15p.

DESCRIPTORS - *UNITS OF STUDY (SUBJECT FIELDS); *AGRICULTURAL EDUCATION; SKILLS; *CALCULATION; MEASUREMENT; SLOW LEARNERS

ABSTRACT - This unit of study, designed for students lacking satisfactory computational and quantification skills, was prepared by the Department of Vocational Education, University of Kentucky. To develop ability to measure, weigh, and calculate agricultural units, the unit is organized into these competency areas: (1) determining length, (2) calculating area, (3) determining weight, (4) calculating volume, and (5) calculating cubic area. Each competency area contains a suggested teaching outline, learning activities, references and instructional materials. A bibliography is included. (FM)

VT 012 777
Collins, Wilson Glenn
Farm Animals. Unit: Beef Production.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
HS 45
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (one copy free on request for state directors of agricultural education).
PUB DATE - Jun70 63p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; UNIT PLAN; VOCATIONAL AGRICULTURE; *AGRICULTURAL

PRODUCTION; *ANIMAL SCIENCE; TRANSPARENCIES; *LIVESTOCK; *UNITS OF STUDY (SUBJECT FIELDS); LEARNING ACTIVITIES

ABSTRACT - Developed by the Instructional Materials Laboratory at the University of Kentucky, this teaching unit is designed to assist agriculture instructors in planning and teaching competencies in beef production. Contents include: (1) opportunities in beef production, (2) kind of beef production, (3) selecting, (4) feeding, (5) castration and dehorning, (6) internal and external parasites, (7) common diseases, and (8) marketing. References, instructional materials, and teaching activities are suggested for the unit lessons. Appended are 16 overhead transparency masters. (AS)

VT 012 780
Hayes, Anne C.
Waiter, Waitress, Hostess. Post Secondary Food Service Guide.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Lab., Room 151, Taylor Education Bldg., Univ. of Kentucky, Lexington, Ky. 40506 (one copy free to State Directors and Head Teacher Educators in Home Economics).
PUB DATE - 70 33p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; JOB TRAINING; FOOD SERVICE INDUSTRY; BIBLIOGRAPHIES; EDUCATIONAL RESOURCES; POST SECONDARY EDUCATION; *TEACHING GUIDES; JOB SKILLS

ABSTRACT - This teaching guide was developed by a home economics specialist of an instructional materials laboratory to provide a 100-hour postsecondary training and practice program for potential waiter/waitress and hostess work. Behavioral objectives, broad and supporting generalizations, teaching and evaluating strategies, and resources are provided for these units: (1) Orientation, (2) Personal Characteristics, (3) Functions of a Waiter, Waitress, and Hostess, (4) Supplemental Duties, (5) Safety, Sanitation, Health, and Hygiene, and (6) Host/Hostess Responsibilities. Sources of resource materials and a bibliography are included. (SB)

VT 012 781
Collins, Wilson Glenn
Unit (Module): Agricultural Business in the American Economic System.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
HS 76
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (one copy free on request for State Directors of Agricultural Education).
PUB DATE - Nov69 26p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *RURAL ECONOMICS; UNIT PLAN; SECONDARY GRADES; TRANSPARENCIES; MARKETING; *UNITS OF STUDY (SUBJECT FIELDS); *BUSINESS; FARM MANAGEMENT; *COOPERATIVES

ABSTRACT - Individually authored in cooperation with the University of Kentucky, Department of Vocational Education, this unit is for teacher use in planning and teaching a 10-12 day unit for grade 11 or 12, which is concerned with agricultural business in marketing, purchasing, and using agricultural goods and services. Designed to be the major tool for teaching economics where production agriculture is limited or where farm management is not taught, the unit is organized into eight competency areas. Suggested references, instructional materials, and teaching-learning activities are included as well as nine transparency masters keyed to the competency areas. (RR)

VT 012 785
Machinist's Mate 1 and C. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10525-C
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:M18/3/968, $2.75).
PUB DATE - 68 206p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ENLISTED MEN; *MACHINISTS; *TECHNICAL EDUCATION; ILLUSTRATIONS; MECHANICS (PROCESS); FILMS; ADULT EDUCATION

ABSTRACT - Prepared by the Training Publications Division of the Navy, this training course has been prepared for enlisted men who are studying for advancement to Machinist's Mate First and Machinist's Mate Chief. Contents are: (1) Advancement, (2) Maintenance and Material Management, (3) Turbines, (4) Reduction Gears, (5) Steam-Driven Generators, (6) Heat Exchangers and Air Ejectors, (7) Pumps, (8) Piping and Valves, (9) Distilling Plants, (10) Air Conditioning and Refrigeration, (11) Auxiliary Equipment, (12) Administration, Supervision, and Training, (13) Propulsion Plant Efficiency, (14) Engineering Casualty Control, (15) Inspections and Trials, (16) Ship Repair, and (17) Records and Reports. A training film list is appended. A related document in this issue is available as VT 012 786. (GB)

VT 012 786
Machinist's Mate 3 and 2. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10524-C
Superintendent of Documents, U.S. Government

Printing Office, Washington, D.C. 20402 (D208.11:M18/2/968, $2.25).
PUB DATE - 68 430p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ENLISTED MEN; *MACHINISTS; *TECHNICAL EDUCATION; ILLUSTRATIONS; MECHANICS (PROCESS); FILMS; ADULT EDUCATION

ABSTRACT - Prepared for enlisted men of the Navy who are studying for advancement to the rates of MM2 and MM3, this training course was developed by the Navy Training Publications Division. Contents are: (1) Advancement, (2) The 3-M System, (3) Steam Turbines, (4) Reduction Gears and Related Equipment, (5) Pumps, (6) Pump Operation and Maintenance, (7) Piping and Valves, (8) Heat Exchangers and Air Ejectors, (9) Lubrication, (10) Engineroom Operating Procedures, (11) Refrigeration, (12) Air Conditioning, (13) Steam Operated Distilling Plants, (14) Distilling Plant Operation and Maintenance, (15) Compressed Air Plants, (16) Additional Auxiliary Equipment, (17) Engineering Casualty Control, and (18) Lathes and Lathe Machinery Operations. A training film list is appended. A related document in this issue is available as VT 012 785. (GB)

VT 012 787
Transistors and Printed Circuits. Instructor's Guide for Maintenance Technician Training.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 92386A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11/2:T68/2/962, $1.75).
PUB DATE - Mar62 104p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *TRANSISTORS; *ELECTRONICS; *ELECTRONIC TECHNICIANS; TECHNICAL EDUCATION; ILLUSTRATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - To assist the instructor in teaching the course, transistors and printed circuits, this teaching guide was developed by the Department of the Navy. Contents are: (1) Introduction to Transistors, (2) Semiconductor Basic Circuits, (3) Transistor Circuit Applications, (4) Printed Circuits, and (5) Description of Training Device Circuits. Also included are suggestions for the instructor, a training aid list, and a master materials list. (GB)

VT 012 788
Fluid Power. Navy Training Course.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 161 93-A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:F67, $1.50).
PUB DATE - 66 238p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ENLISTED MEN; *HYDRAULICS; *FLUID POWER EDUCATION; GLOSSARIES; FILMS; MILITARY TRAINING; POWER MECHANICS

ABSTRACT - This training course was developed by the Navy Training Publicatcns Center to provide coverage of the hydraulic and pneumatic knowledge factors for enlisted men who desire to advance to Petty Officer Third Class. Contents are: (1) Introduction, (2) Physics of Fluids, (3) Hydraulic and Pneumatic Fluids, (4) Basic Systems and Circuit Diagrams, (5) Circulatory Syster Components, (6) Reservoirs, Strainers, Filters, and Accumulators, (7) Pumps and Compressors, (8) Types of Packing Material, (9) Control and Measurement of Flow, (10) Measurement and Control of Pressure, (11) Directional Control Valves, (12) Actuators, and (13) Hydraulic and Pneumatic Systems. A glossary and a film list are appended. (GB)

VT 012 789
Aviation Electronics Technician 3 and 2. Rate Training Manual.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 699p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ELECTRONICS; *ELECTRONIC TECHNICIANS; *AVIATION TECHNOLOGY; ELECTRONIC EQUIPMENT; AVIATION MECHANICS; ENLISTED MEN

ABSTRACT - Prepared by the Navy Training Publications Center, this training manual is one in a series prepared for enlisted personnel of the Navy who are preparing for advancement to AT3 and AT2. Contents are: (1) Aviation Electronics Technician Rating, (2) Aircraft Maintenance, (3) Safety, (4) Publications, Drawings, and Schematics, (5) Elementary Physics, (6) Electric Power and Cooling Systems, (7) Handtools, (8) Electronic Test Equipment, (9) Electronic Principles, (10) Electronic Circuits, (11) Special Circuits and Components, (12) Servosystems, (13) Electronic Maintenance, (14) Digital Computers, (15) Communication Facilities, (16) Airborne Navigation Equipment, (17) Airborne Radar, (18) Principles of IFF, (19) Electronic Countermeasures, and (20) Infrared Detection. Formulas, Symbols, Greek Alphabet, and laws of exponents are appended. A related document is available as VT 008 298, also in this issue. (GB)

VT 012 791
Weston, Curtis R., And Others
Internal Combustion Engines.

Missouri Univ., Columbia. Instructional Materials Lab.
Missouri State Dept. of Education, Jefferson City. Vocational Education Div.

MF AVAILABLE IN VT-ERIC SET.
Industrial Education, Room 8, Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($2.50 plus postage and handling).
PUB DATE - Apr70 109p.

DESCRIPTORS - *TEACHING GUIDES; *STUDY GUIDES; *AGRICULTURAL EDUCATION; CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; *ENGINES; SECONDARY GRADES; HAND TOOLS; POWER MECHANICS; *MECHANICS (PROCESS)

ABSTRACT - Issued by the Instructional Materials Laboratory of the Department of Practical Arts and Vocational-Technical Education of the University of Missouri in cooperation with the Vocational Education Division of the State of Missouri, this teaching guide is for instructor and student use in vocational agriculture classes. The material is designed for use over one semester (90 days), and is the basic course for a later series dealing with tractors and machinery. The contents are divided into 15 units, with each unit containing several problem sheets. Most sheets contain the stated problem area, the specific problem, the job title, study questions, a summary of the information, teaching suggestions, and references. A list of suggested prime references, a list of supplemental references, a tool list, and addresses of several companies are included. (GEB)

VT 012 799
Teaching Guide for an Aerospace Communications Laboratory.

Federal Aviation Administration, Washington, D.C. Office of General Aviation Affairs.
Department of the Air Force, Washington, D.C. Civil Air Patrol.
MF AVAILABLE IN VT-ERIC SET.
GA-20-18-8R
PUB DATE - 68 25p.Reprint.

DESCRIPTORS - *TEACHING GUIDES; *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING METHODS; VOCATIONAL EDUCATION; AVIATION TECHNOLOGY; GLOSSARIES; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; ROLE PLAYING; COMMUNICATIONS SKILLS; *AEROSPACE TECHNOLOGY

ABSTRACT - Developed to help students learn the language of aircraft pilots and astronauts this document consists of a teaching guide for an aerospace communications laboratory plus a student workbook. The teaching guide lists educational objectives and includes information on: (1) Aerospace Messages, (2) How Numbers are Spoken, (3) Aircraft Call Signs, (4) Teaching Aids, (5) Role Playing, (6) The International Phonetic Alphabet, and (7) Aerospace Words and Phrases. The student workbook includes exercises covering call signs, the international phonetic alphabet, and the communication of messages. A glossary is also included. (JS)

VT 012 800
A Study Guide in Aviation Sciences for Grades 11 and 12.

Montana State Dept. of Public Instruction, Helena. Aviation Science Guide Committee.
Montana Aeronautics Committee
Federal Aviation Administration, Washington, D.C. Aviation Education
MF AVAILABLE IN VT-ERIC SET.
GA-20-14-8R
PUB DATE - 65 52p.Reprint 1968.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SCIENCE EDUCATION; *AVIATION TECHNOLOGY; *RESOURCE MATERIALS; VOCATIONAL EDUCATION; CAREER OPPORTUNITIES; SECONDARY EDUCATION; TEACHING METHODS; GLOSSARIES; FILMS; FIELD TRIPS; EDUCATIONAL OBJECTIVES

ABSTRACT - Designed as a 1-semester course in aviation science, this teaching guide was developed by educators and aviation personnel as a means of teaching practical physical science to high school students. A secondary purpose of the course is to inform students of career opportunities available in this field. Arranged in 14 chapters, the guide outlines information on: (1) Power Plant, (2) Aerodynamics, (3) Basic Flight Instruments, (4) Airports, (5) Instrument Flying, (6) Flight Planning, and (7) Careers and Vocational Opportunities. Objectives and suggested teaching methods are listed for each chapter. A glossary, sources of teaching aids, and list of flight line operators in Montana are appended. (JS)

VT 012 801
Aviation Education Services and Resources.

Federal Aviation Administration, Washington, D.C.
EDRS PRICE MF-$0.65 HC-$3.29
GA-20-2-8
PUB DATE - 68 12p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *RESOURCE MATERIALS; *AVIATION TECHNOLOGY; *RESOURCE GUIDES; FILMS; CAREER OPPORTUNITIES; TECHNICAL EDUCATION; WORKSHOPS; *INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by the Aviation Education Staff of the Office of General Aviation Affairs, this document identifies sources of teaching materials. Included in this resource guide is information pertaining to: (1) films and filmstrips, (2) aviation education workshops, (3) career opportunities in aviation, (4) aviation organizations, (5) government publications, (6) speakers available from the Federal Aviation Administration (FAA), (7) curriculum guides, and (8) related teaching materials. Also included are addresses of FAA area and regional offices. (JS)

VT 012 813
Fabriele, Peter, Comp.
Health Careers Bibliography for Guidance Counselors. Second Edition.

New Jersey Health Careers Service, Trenton.

MF AVAILABLE IN VT-ERIC SET.
New Jersey Careers Service, 375 West State Street, Trenton, New Jersey 08618 ($2.00).
PUB DATE - 70 129p.

DESCRIPTORS - *BIBLIOGRAPHIES; *HEALTH OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; *OCCUPATIONAL GUIDANCE; CAREER CHOICE; VOCATIONAL COUNSELING; *CCCUPATICNAL INFORMATION

ABSTRACT - The 1,500 health career brochures, pamphlets, monographs, fact sheets, abstracts, job series, briefs, books, and others, published since 1964 were screened and evaluated according to National Vocational Guidance Association (NVAG) standards. Entries are arranged alphabetically by author or title according to health career desigrations and code numbers of the Directory of Occupational Titles. Each entry includes author, title, publication information, pagination, cost, a letter referring to the type of publication, and a number referring to the NVAG recommendation. Indexes of publishers and occupations are provided. (FM)

VT 012 827
Parker, Kenneth A.; Woodin, Ralph J.
Record of Supervised Occupational Experience for Students of Vocational Horticulture.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($.50).
PUB DATE - 70 32p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *WORKBOOKS; *WORK EXPERIENCE PROGRAMS; *HORTICULTURE; WORK EXPERIENCE; HIGH SCHOOL STUDENTS; AGRICULTURAL OCCUPATIONS; COOPERATIVE EDUCATION; RECORDS (FORMS)

ABSTRACT - This recent book for students in a supervised occupational experience program of vocational horticulture was developed by the Agricultural Education Service and The Ohio State University Department of Agricultural Education. The following forms are provided: (1) Occupational Goals, (2) Experience Program, (3) Employment Agreement, (4) Record of Hours Worked and Wages Received, (5) Record of Proficiency, (6) Record of Teacher Visitation, (7) Financial Statement, and (8) Evaluation of Occupational Experience. (GB)

VT 012 832
A Slide Set of Agricultural Weed Identification.

California State Polytechnic Coll., San Luis Obispo.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California Polytechnic College, San Luis Obispo, Calif. 93401 (slide set and illustrated script $8.50, single additional scripts $.50).
PUB DATE - ND 13p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SLIDES; *INSTRUCTIONAL MATERIALS; *WEEDS; *ILLUSTRATIONS; AGRICULTURE; INSTRUCTIONAL AIDS; PLANT SCIENCE; BOTANY

ABSTRACT - This illustrated script on weed identification was developed by the California State Polytechnic College. Views of the whole plant, flowers, leaves, and methods of spreading are presented for these weeds: (1) Lambs'-Quarters, (2) Mayweed, (3) Whitetop, (4) Bermuda Grass, (5) Johnson Grass, (6) Yellow Oxalis, (7) Wild Oat, (8) Napa Thistle, (9) Alkali Mallow, and (10) Buckhorn Plantain. The complete set of 40 slides can be obtained from the source of availability listed above. (GB)

VT 012 834
Agricultural Weed Control.

California State Polytechnic Coll., San Luis Obispo.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 (filmstrip, taped narration, and illustrated script $7.50, single additional scripts $.50).
PUB DATE - ND 16p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SLIDES; *INSTRUCTIONAL MATERIALS; *WEEDS; *ILLUSTRATIONS; HERBICIDES; PLANT SCIENCE; BOTANY; INSTRUCTIONAL AIDS; AGRICULTURE

ABSTRACT - This illustrated script on weed control was developed by the California State Polytechnic College and presents the various phases of and methods of weed control. The complete set of 53 slides, taped narration, and script can be obtained from the source of availability indicated above. (GB)

VT 012 835
Techniques in Budding and Grafting.

California State Polytechnic Coll., San Luis Obispo.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 (filmstrip, taped narration, and illustrated script $7.50, additional illustrated scripts $.50).
PUB DATE - ND 18p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; *PLANT PROPAGATION; *ILLUSTRATIONS; PLANT SCIENCE; HORTICULTURE; BOTANY; INSTRUCTIONAL AIDS

ABSTRACT - This illustrated script on techniques in budding and grafting was

developed by the California State Polytechnic College and presents the various steps and methods of budding and grafting. The complete set of 61 slides, taped narration, and script can be obtained from the source of availability indicated above. (GB)

VT 012 836
Water Pollution.

California State Polytechnic Coll., San Luis Obispo.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 (filmstrip, taped narration, and illustrated script $7.50, single additional scripts $.50).
PUB DATE - ND 19p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SLIDES; *INSTRUCTIONAL MATERIALS; *POLLUTION; *WATER POLLUTION CONTROL; ENVIRONMENTAL EDUCATION; ILLUSTRATIONS; WATER RESOURCES; INSTRUCTIONAL AIDS

ABSTRACT - This illustrated script on water pollution was developed by the California State Polytechnic College and presents various sources and kinds of water pollution as well as tips on the proper use of filmstrips and slide sets. The complete set of 60 slides, taped narration, and script can be obtained from the source of availability indicated above. (GB)

VT 012 837
Stechman, John V.
Common Western Range Plants.

California State Polytechnic College, San Luis Obispo. School of Agriculture and Natural Resources.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401.
PUB DATE - 71 153p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *BOTANY; *SUPPLEMENTARY TEXTBOOKS; *RESOURCE GUIDES; *PLANT SCIENCE; TREES; INSTRUCTIONAL MATERIALS; ILLUSTRATIONS; GLOSSARIES; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This manual on common western range plants was developed for teacher and student use by the School of Agriculture and Natural Resources at California State Polytechnic College. To facilitate presentation of information, the manual divides range plants into natural groups of grasses, grass-like plants, legumes, forbs, poisonous plants, and shrubs and trees. Contents are: (1) The Nature of Rangeland, (2) The Structure and Naming of Plants, (3) Plant Growth and Development, (4) Range Plant Value, (5) Range Grasses, (6) Important Grass Tribes, (7) Descriptions of Grasses, (8) Grass-like Plants, (9) Range Legumes, (10) Range Forbs, (11) Poisonous Plants, and (12) Shrubs and Trees. A glossary and bibliography are appended. (GB)

VT 012 838 ED 049 373
Consumer Education for Families with Limited Incomes.

Texas Tech Univ., Lubbock. Home Economics Instructional Materials Center.
Texas Education Agency, Austin. Div. of Homemaking Education
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Home Economics Instructional Materials Center, P.O. Box 4067, Texas Tech University, Lubbock, Texas 79409.
PUB DATE - Feb71 361p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *TEACHING GUIDES; *DISADVANTAGED GROUPS; ECONOMIC DISADVANTAGEMENT; AUDIOVISUAL AIDS; INSTRUCTIONAL AIDS; LEARNING ACTIVITIES; MONEY MANAGEMENT; PURCHASING; DECISION MAKING

ABSTRACT - Prepared by the Home Economics Instructional Materials Center at Texas Tech University after a literature review and interviews with persons teaching low-income adults, and tested with groups of disadvantaged adults, this guide is for teacher use in providing disadvantaged adults with consumer education information. Section I describes the procedures used in the development of the materials in the guide, suggestions for their use, and background information on poverty and working with poverty groups. Section II provides behavioral objectives, vocabulary terms, suggestions for content and learning experiences, key ideas, directions for audiovisual aids and suggestions for simulation games, case studies, skits, and stories for the following units, which are designed for persons with fourth to sixth grade educational levels: (1) Decision-Making, (2) Planning, (3) Buying, (4) Banking, (5) Borrowing, (6) Saving, (7) Insuring, (8) Sharing, (9) Earning, and (10) Protecting. Section III contains suggestions for the teacher working with homemakers or families on a one-to-one basis. Included are guidelines for person-to-person instruction, problem areas of low-income families, suggestions for visuals and handouts, and a list of free and inexpensive references and materials. (SB)

VT 012 839
Aviation Maintenance Administrationman 1 and C.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10392-A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:AY5/41/969, $1.75).
PUB DATE - 69 178p.

DESCRIPTORS - *STUDY GUIDES; SERVICE OCCUPATIONS; *TEACHING GUIDES; MILITARY TRAINING; *MILITARY PERSONNEL; *MAINTENANCE; *PROMOTION (OCCUPATIONAL); ADMINISTRATIVE PERSONNEL
IDENTIFIERS - MILITARY RANK

ABSTRACT - Prepared by the Navy Training Publications Center for the Bureau of Naval Personnel, this study guide is designed for use by all personnel of the Regular Navy and Naval Reserve who are studying for advancement in the Aviation Maintenance Administrationman rating. Professional qualifications for advancement to the rates of AZ1 and AZC provide a base for the content. This manual is divided into seven chapters: (1) Aviation maintenance administration rating, (2) Maintenance management organization, (3) Supervision and Administration, (4) Maintenance control, (5) Data services and maintenance data analysis, (6) Quality assurance, and (7) Material control. A film list and a reading list are included. (GEB)

VT 012 840
Food and Nutrition--Supplemental Lessons for Training Extension Aides. Food Needs of Family Members.

Department of Agriculture, Washington, D.C. Extension Service.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A43.16/2:F73/3, $.55).
PUB DATE - Nov70 54p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *FOODS INSTRUCTION; *NUTRITION INSTRUCTION; ON THE JOB TRAINING; EXTENSION AGENTS; *EXTENSION EDUCATION; ADULT VOCATIONAL EDUCATION; FAMILY MANAGEMENT; BIBLIOGRAPHIES; SERVICE WORKERS

ABSTRACT - This booklet is one in a series of booklets of supplemental lessons in food and nutrition prepared by the Extension Service of the U.S. Department of Agriculture and is designed for use by trainer agents in on-the-job training of Extension aides to provide them with information about food needs of family members and with teaching methods to use in helping families. Lessons are: (1) Cultural Food Patterns, (2) Combating Food Misinformation, (3) Sizes of Servings, (4) Digestion and Absorption of Food, (5) Special Diets and How to Handle Them, (6) Weight Control, and (7) Food Needs of Infants, the Preschool Child, School Children, Teenagers, Pregnant and Lactating Women, and the Elderly. Purposes, presentation suggestions, learning activities, references, and audiovisual materials accompany each lesson. An introductory section provides additional suggestions for the trainer agent and lists recommended references. Related booklets are available as VT 012 841-VT 012 843, all in this issue. (SB)

VT 012 841
Food and Nutrition--Supplemental Lessons for Training Extension Aides. Key Nutrients.

Department of Agriculture, Washington, D.C. Extension Service.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A43.16/2:F73/2, $.45).
PUB DATE - Nov70 43p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; *TEACHING GUIDES; NUTRITION; ON THE JOB TRAINING; EXTENSION AGENTS; *EXTENSION EDUCATION; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; FAMILY MANAGEMENT; SERVICE WORKERS

ABSTRACT - This booklet is one in a series of booklets of supplemental lessons in food and nutrition prepared by the Extension Service of the U.S. Department of Agriculture and is designed for use by trainer agents in on-the-job training of Extension aides to provide them with information about nutrients and with teaching methods to use in helping families. Purposes, presentation suggestions, learning activities, references, audiovisual materials, and equipment accompany these lessons: (1) Protein, (2) Carbohydrates, (3) Fat, (4) Calcium, (5) Iron, (6) Iodine, and (7) Vitamins A, B, C, and D. An introductory section provides additional suggestions for the trainer agent and lists recommended references. Related booklets are available as VT 012 840-VT 012 843, all in this issue. (SB)

VT 012 842
Foods and Nutrition--Supplemental Lessons for Training Extension Aides. Meal Planning.

Department of Agriculture, Washington, D.C. Extension Service.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A43.16/2:F73/4, $.45).
PUB DATE - 71 43p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *COOKING INSTRUCTION; *NUTRITION INSTRUCTION; FOODS INSTRUCTION; *EXTENSION EDUCATION; ON THE JOB TRAINING; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; FAMILY MANAGEMENT; SERVICE WORKERS; EXTENSION AGENTS

ABSTRACT - This booklet is one of a series of booklets of supplemental lessons in food and nutrition prepared by the Extension Service of the U.S. Department of Agriculture and is designed for use by trainer agents in on-the-job training of Extension aides to provide them with information about meal planning and with teaching methods to use in helping families. Purposes, presentation suggestions, learning activities, references, and audiovisual materials accompany these units: (1) Low-Cost Meals, (2) Planning for Snacks, (3) Planning for a Good Breakfast, (4) Quick and Easy Meals, (5) One-Burner Meals, (6) Casserole Meals Without a Recipe, (7) Meals for One or Two, and (8) Meal Planning to Include an Older Person, During Pregnancy,

and When There Is a Weight Problem. Additional suggestions for the trainer agent and lists of recommended references are provided in an introductory section. Related booklets are available as VT 012 840-VT 012 843, all in this issue. (SB)

VT 012 843
Food and Nutrition--Basic Lessons for Training Extension Aides.

Department of Agriculture, Washington, D.C. Extension Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Apr70 65p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *NUTRITION INSTRUCTION; *FOODS INSTRUCTION; COOKING INSTRUCTION; *EXTENSION EDUCATION; ON THE JOB TRAINING; ADULT VOCATIONAL EDUCATION; FAMILY MANAGEMENT; BIBLIOGRAPHIES; SERVICE WORKERS; EXTENSION AGENTS

ABSTRACT - Prepared by the Extension Service of the U.S. Department of Agriculture, this teaching guide is for trainee agents use in on-the-job training of Extension Aides and is designed to provide aides with the information they need to help families improve their diets. The information, which is to be provided during the initial three weeks training and later during weekly meetings, is organized in these lessons: (1) Food Makes the Difference, (2) Daily Food Guide, (3) Key Nutrients, (4) Foods Contain Different Amounts of Nutrients, (5) How Your Body Uses Food, (6) Food Needs Throughout Life, (7) Feeding Young Children, (8) Plan Meals to Meet Family Food Needs, (9) Get More for the Food Dollar, (10) Comparative Food Shopping, (11) Preparation of Milk, Milk Products, Vegetable, Fruit, Meats, Breads, and Cereals, and (12) How to Make a 24-Hour Dietary Recall. Purposes, presentation suggestions, learning activities, references, evaluation methods, supplemental lesson suggestions, audiovisual materials, and equipment accompany each lesson. An introductory section provides additional suggestions for the trainer agent and lists recommended references. Related booklets are available as VT 012 840-VT 012 842, all in this issue. (SB)

VT 012 899
Woodward, Robert L.; Myers, Norman L.
Industrial Arts Power Mechanics. Applying Scientific Principles to Power, Energy, and Force.

California State Dept. of Education, Sacramento.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 145p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *POWER MECHANICS; *SCIENTIFIC PRINCIPLES; *CURRICULUM DEVELOPMENT; SECONDARY GRADES; PUBLIC SCHOOLS; COURSE CONTENT; TRADE AND INDUSTRIAL EDUCATION; JUNIOR HIGH SCHOOLS

ABSTRACT - This curriculum guide was developed by an NDEA Industrial Arts-Science Curriculum Committee and an NDEA Industrial Arts-Science Editorial Committee during workshops conducted in California and it is designed for instructor use in preparing or revising power mechanics courses in junior or senior high school industrial arts. The material complies with the objectives of the industrial arts programs in California schools, and the content applies the principles relating to power, energy, and force. Sections are: (1) Natural Power, (2) Mechanical Power, (3) Steam Power, (4) Thermal Power, (5) Electrical Power, (6) Hydraulic Power, and (7) Pneumatic Power. Course outlines for power and automotive mechanics, battery terminology, and assignment sheets are appended, and selected references are included. (GEB)

VT 012 900
Geitzenauer, William
Electronics Laboratory Manual--I.

Warren County Technical School, Washington, N.J.
Rutgers, The State Univ., New Brunswick, N.J.
New Jersey State Dept. of Education, Trenton, Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.75).
PUB DATE - Jan71 102p.

DESCRIPTORS - *LABORATORY MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; LABORATORY EXPERIMENTS; INDUSTRIAL ARTS

ABSTRACT - Prepared by educators in Warren County schools of New Jersey in cooperation with the Vocational-Technical Laboratory of Rutgers University, this is the first of two laboratory manuals for teacher and student use in teaching the fundamentals of electronics. The contents are designed to challenge prospective electronics technicians through problem-solving techniques concerning basic D-C circuits. The 21 experiments, for use with a basic electronics or electricity textbook, include objectives, material or equipment required, procedure, conclusions, and questions. A materials list, instructions for writing reports, report format, and an accessory kit list are included. Part two is available as VT 012 901, also in this issue. (GEB)

VT 012 901
Geitzenauer, William
Electronics Laboratory Manual--II.

Warren County Technical School, Washington, N.J.
Rutgers, The State Univ., New Brunswick, N.J.
Curriculum Lab.
New Jersey State Dept. of Education, Trenton.
Div. of Vocational Education

MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.75).
PUB DATE - ND 77p.

DESCRIPTORS - *LABORATORY MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; LABORATORY EXPERIMENTS; INDUSTRIAL ARTS

ABSTRACT - Prepared by educators in Warren County Schools of New Jersey in cooperation with the Vocational-Technical Laboratory of Rutgers University, this is the second of two laboratory manuals for teacher and student use in teaching the fundamentals of electronics. Contents are designed to challenge prospective electronics technicians through problem-solving techniques concerning A-C circuits. The 16 experiments, for use with a basic electronics or electricity textbook, include objectives, introduction, material or equipment required, procedure, conclusions, and questions. A list of electronic symbols is appended. Part one is available as VT 012 900, also in this issue. (GEB)

VT 012 902
Jones, Glenn C.
Introduction to Electronics for Electrical and Electronics Students, Part I.

Camden County Vocational and Technical High Schools, Sicklerville, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Vocational-Technical Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Sep70 222p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; INDUSTRIAL ARTS; INSTRUCTIONAL MATERIALS; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; ACHIEVEMENT TESTS; VOCATIONAL EDUCATION

ABSTRACT - Developed by electronics teachers in Camden County vocational and technical schools of New Jersey in cooperation with the Vocational-Technical Laboratory of Rutgers University, this is the first of two guides designed for teacher and student use in introducing the basic principles of electricity and electronics. Units, each consisting of three or more lessons, cover the following topics: (1) Safety, (2) Tools, (3) Atoms, Electrons, and Electricity, (4) Current and Conductors, (5) Voltage and Potential, (6) The Battery, (7) Resistance and Resistors, (8) The Metric System and Powers of Ten, (9) Reading Scales, (10) The Slide Rule, (11) Ohm's Law, and (12) Reading the Meters. The lessons contain explanatory information, assignments, questions, illustrations, and diagrams. Achievement tests are included. A continuation of this course is included in a related document, available as VT 012 903, also in this issue. (GEB)

VT 012 903
Jones, Glenn C.
Introduction to Electronics for Electrical and Electronics Students, Part 2.

Camden County Vocational and Technical High Schools, Sicklerville, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Vocational-Technical Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Mar71 184p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; VOCATIONAL EDUCATION; INDUSTRIAL ARTS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; ACHIEVEMENT TESTS; GLOSSARIES; ADULT VOCATIONAL EDUCATION

ABSTRACT - Developed by educators in Camden County Vocational and Technical Schools of New Jersey in cooperation with the Vocational-Technical Laboratory of Rutgers University, this is the second of a 2-part guide designed for teacher and student use in introducing the basic principles of electricity and electronics. Eight units, each consisting of three or more lessons, cover the following topics: (1) Kirchhoff's Laws, (2) Magnetism, (3) Meter Movements, (4) Multimeters, (5) Amateur Radio Licensing, (6) Alternating Current, (7) Effects of Capacitance and Inductance, and (8) Power Supplies. Other than background and explanatory information, the lessons contain assignments, questions, and illustrations. A glossary, an explanation of electrical symbols, and achievement tests are included. Part 1 of the guide is available as VT 012 902, also in this issue. (GEB)

VT 012 915 ED 050 261
VIEW of the Handicapped (Pilot Program). Teachers Guide and Index.

Indiana State Dept. of Public Instruction, Indianapolis. Vocational Education Div.
EDRS PRICE MF-$0.65 HC-$6.58
PUB DATE - Mar71 103p.

DESCRIPTORS - *PREVOCATIONAL EDUCATION; *TEACHING GUIDES; *EDUCABLE MENTALLY HANDICAPPED; JOB TRAINING; JOB SKILLS; OCCUPATIONAL INFORMATION; *SPECIAL EDUCATION; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS
IDENTIFIERS - VOCATIONAL INFORMATION FOR EDUCATION AND WORK; VIEW

ABSTRACT - Compiled by special education teachers, this guide and accompanying index

is for teacher use in providing a program of prevocational orientation, cross-occupational skill training, and job-specific information to educable mentally handicapped (EMH) students in junior and senior high school special education programs. Part I, Prevocational Orientation, contains purposes, concepts, and learning activities for 10 sections covering general job information such as wages and working conditions. Part II provides (1) task analysis of cleaning, moving, and proper use of tools and equipment, with activities directed toward specific task training, and (2) a skill profile for stocking, sorting, packaging, tying, care of tools and equipment, serving, driving and operating, tending, and assembling and collating, with activities directed toward development of each skill. The guide is designed to be used with a deck of Vocational Information for Education and Work (VIEW) scripts describing 50 job titles which are appropriate for EMH and generally available in Indiana. An alphabetical listing and vocabulary lists for the VIEW scripts along with "Dictionary of Occupational Titles" numbers are appended. The accompanying index describes the 50 job titles. (SB)

VT 012 916
The Supervision and Training of Case Aides. A Reading Reference for Supervisors and Staff Trainers.

California State Human Relations Agency, Sacramento. Dept. of Social Welfare.
MF AVAILABLE IN VT-ERIC SET.
Training Aid No. 39B
PUB DATE - Aug70 32p.

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; *SUPERVISORY TRAINING; *CASEWORKERS; *SUBPROFESSIONALS; *SOCIAL SERVICES; VOCATIONAL EDUCATION; WELFARE SERVICES; JOB TRAINING; SUPERVISOR ACTIVITIES

ABSTRACT - This supplementary material was prepared by the Training Bureau of the Human Relations Agency, California State Department of Social Welfare and is to be used by supervisors and staff trainers as a reference to and summary of principles relating to the supervision and training of case aides and their role in the public welfare system. References accompany the textual material, and the material is keyed to the training sessions in VT 012 920 also in this issue. (SB)

VT 012 917
An Orientation and Induction Training Course for Case Aides.

California State Human Relations Agency, Sacramento. Dept. of Social Welfare.
MF AVAILABLE IN VT-ERIC SET.
Training Aid 38-A
PUB DATE - Jul70 134p.

DESCRIPTORS - *TEACHING GUIDES; VOCATIONAL EDUCATION; *CASEWORKERS; *SOCIAL SERVICES; *WELFARE SERVICES; JOB TRAINING; *SUBPROFESSIONALS; OCCUPATIONAL INFORMATION; JOB SKILLS; ANNOTATED BIBLIOGRAPHIES

ABSTRACT - This 2-part training guide was prepared for teachers by the Training Bureau of the Human Relations Agency, California State Department of Welfare, and outlines major areas of content necessary to adequately prepare case aides to perform job duties. The 88-hour training program consists of a 1-week orientation period (40 hours) of planned group instruction and observational experiences, which is followed by a 1 to 3-month induction training period (48 hours) of planned group instruction in combination with supervised on-the-job training. Part 1 provides a series of 17 orientation training sessions and accompanying lesson plans, references, and suggested content and teaching methods, and Part II provides 23 induction training sessions organized in a similar manner. Both parts are preceded by an outline of the sessions and a brief description of the content in each session. An annotated bibliography and an exercise in team training are appended. A related workbook is available as VT 012 918 also in this issue. (SB)

VT 012 918
A Workbook for Case Aides in Orientation and Induction Training.

California State Human Relations Agency, Sacramento. Dept. of Social Welfare.
MF AVAILABLE IN VT-ERIC SET.
Training Aid 38-B
PUB DATE - Jul70 77p.

DESCRIPTORS - *WORKBOOKS; VOCATIONAL EDUCATION; STUDY GUIDES; *SUBPROFESSIONALS; *CASEWORKERS; *SOCIAL SERVICES; *WELFARE SERVICES

ABSTRACT - This workbook was prepared by the Training Bureau of the Human Relations Agency, California State Department of Social Welfare, to assist in the training of case aides. The 33 exercises are keyed to the orientation and induction training sessions found in the training manual, available as VT 012 917 also in this issue. (SB)

VT 012 920
A Training Course on the Supervision of Case Aides.

California State Human Relations Agency, Sacramento. Dept. of Social Welfare.
MF AVAILABLE IN VT-ERIC SET.
Training Aid No. 39A
PUB DATE - Aug70 40p.

DESCRIPTORS - *TEACHING GUIDES; VOCATIONAL EDUCATION; *SUPERVISORY TRAINING; *CASEWORKERS; *SUBPROFESSIONALS; *SOCIAL SERVICES; WELFARE SERVICES; SUPERVISOR ACTIVITIES; PROBLEM SOLVING; STUDENT CHARACTERISTICS; JOB TRAINING

ABSTRACT - This teaching guide was prepared by the Training Bureau of the Human Relations Agency, California State Department of Social

Welfare and contains six 2-hour sessions designed to prepare line supervisors to assume responsibility for new case aides. Sessions are: (1) Introduction, (2) Role of the Case Aide in Providing Services to Clients, (3) "Style" of the Case Aide and His Ways of Learning, (4) Seeking Solutions to Problems, (5) Planning for the Case Aide's Arrival and His Ongoing Supervision, and (6) Organizing and Managing the Delivery of Services. Brief descriptions, learning objectives, and a content outline accompanied by references, comments, and suggestions are provided for each session. An introductory section describes the purpose, content, organization, training model, and ways to use the guide. Related documents are available as VT 012 916 and VT 012 917 also in this issue. (SB)

VT 012 948
Ground Instructor Examination Guide. Basic-Advanced.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC-143-1B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (TD4.408:G91, $1.00).
PUB DATE - 67 64p.

DESCRIPTORS - *AVIATION TECHNOLOGY; *STUDY GUIDES; *INSTRUCTIONAL MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; RESOURCE MATERIALS; *TESTS; INDIVIDUALIZED INSTRUCTION; MAPS; MAP SKILLS

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Administration, this study guide is an aid in preparing for the Basic or Advanced Ground Instructor Written Examination. Included in the guide are: (1) recommended study materials and outline, (2) a sample examination, (3) weather information, (4) a daily weather map, (5) aircraft description and performance data, and (6) sample exam-o-grams. Also included are the answers and related explanations for the sample examination. World Aeronautical Chart (405-Gila River) is intended for use with this guide. (JS)

VT 013 005
Dairy. Unit (Module): Managing the Dairy Herd.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (one copy free on request from State Directors of Agricultural Education).
PUB DATE - Oct69 19p.1969 Revision.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *DAIRYMEN; ANIMAL SCIENCE; *SKILL DEVELOPMENT; LIVESTOCK; *AGRICULTURAL PRODUCTION; SKILLS; FARMERS; BIBLIOGRAPHIC CITATIONS; COURSE CONTENT; TRANSPARENCIES; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by the Instructional Materials Laboratory at the University of Kentucky, this instructional unit is designed to develop abilities needed in managing dairy herds. Seven competency areas are presented with suggested teaching time, suggested references, and suggested instructional materials for each area. References, transparency masters, and major features of three common dairy herd testing programs are appended. A related document in this issue is available as VT 013 006. (GB)

VT 013 006
Dairy. Unit (Module): Getting Started in Dairying.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (one copy free upon request from State Directors of Agricultural Education).
PUB DATE - Oct69 18p.1969 Revision.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ANIMAL SCIENCE; LIVESTOCK; *DAIRYMEN; *SKILL DEVELOPMENT; SKILLS; AGRICULTURAL PRODUCTION; BIBLIOGRAPHIC CITATIONS; TRANSPARENCIES; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by the Instructional Materials Laboratory at the University of Kentucky, this instructional unit is designed to develop abilities needed to get started in dairying. Six contemporary areas are presented with suggested teaching time, suggested references, and suggested instructional materials for each area. References, transparency masters, and comparison data of dairy cows are appended. A related document in this issue is available as VT 013 005. (GB)

VT 013 031
A Business Education Individualized Continuous Progress Research Curriculum Development Study. Volume I.

Weber County School District, Utah.
Utah State Board of Education, Salt Lake City.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 121p.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; BOOKKEEPING; TYPEWRITING; OFFICE MACHINES; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; ACCOUNTING; *PROGRAMED MATERIALS; SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT

ABSTRACT - With the support of school administrators, several business education teachers developed this package of individualized curriculum materials. These materials are arranged in three parts which

pertain to beginning typewriting, beginning and advanced business machines, and bookkeeping. Following the continuous progress approach, this color-coded document includes assignments and quizzes for each of the above units as based on selected textbooks. Behavioral objectives for the student and instructions for the teacher are also included. A second volume for shorthand, transcription, and secretarial procedures is available as VT 013 032, also in this issue. (JS)

VT 013 032
A Business Education Individualized Continuous Progress Research Curriculum Development Study. Volume II.

Weber County School District, Utah.
Utah State Board of Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 272p.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; *PROGRAMED MATERIALS; SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT; TYPEWRITING; STENOGRAPHY; OFFICE PRACTICE

ABSTRACT - With the support of school administrators, several business educators developed this package of individualized curriculum materials. These materials are arranged in four parts which pertain to shorthand I and II, typewriting and transcription, and secretarial procedures. Following the continuous progress approach this color-coded document also includes assignments and quizzes for each of the above units as based on selected textbooks. Instructions for the teacher are also included. A related volume on bookkeeping, typewriting, and business machines is available as VT 013 031, also in this issue. (JS)

VT 013 040
Individualized Vocational Curriculum for Secretarial and Clerical Office Procedures at Weber High School.

Weber County School District, Utah.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 101p.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; OFFICE PRACTICE; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; *PROGRAMED MATERIALS; SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; OFFICE MACHINES; DATA PROCESSING; COOPERATIVE EDUCATION

ABSTRACT - With the support of school administrators, two business education teachers developed this package of individualized curriculum materials. These materials are arranged in five parts which pertain to secretarial procedures, office machines, business machines, and on-the-job training. Following the continuous progress approach, this document includes assignments and quizzes for each of the above units as based on selected textbooks. Behavioral objectives for the student and instructions for the teacher are also included. The unit covering on-the-job training provides a student evaluation sheet. (JS)

VT 013 059
Fire Control: Flammable Liquids and Gases. California Fire Training Program.

California State Dept. of Education, Sacramento. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 245p.

DESCRIPTORS - *INSTITUTES (TRAINING PROGRAMS); JOB TRAINING; *FIRE FIGHTERS; *TRADE AND INDUSTRIAL EDUCATION; *FIRE SCIENCE EDUCATION; SIMULATION; CITY GOVERNMENT; TRAINING TECHNIQUES; INSTRUCTIONAL FILMS; *INSTRUCTIONAL MATERIALS; TEACHING GUIDES; CURRICULUM GUIDES; STUDY GUIDES

ABSTRACT - Developed by the Instructional Materials Laboratory of the California State Department of Education for use by local fire departments in planning, developing, and maintaining fire training programs, this instructional manual provides a guide for intensive training in controlling and extinguishing oil and gas fires. The contents, following the plans used by oil industry instructors and by several fire service schools, are divided into four parts: (1) Fundamentals, (2) Oil Fire Control Problems, (3) Practical Training Techniques, and (4) Oil Fire Training Films. The manual is illustrated with numerous photographs and diagrams. (GEB)

VT 013 060
Fundamentals of Service: Air Conditioning.

Deere (John) and Co., Moline, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
John Deere Service Publication, John Deere Road, Moline, Illinois 61265 ($3.60).
PUB DATE - May70 106p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; MANUALS; *SUPPLEMENTARY TEXTBOOKS; *AGRICULTURAL MACHINERY; *AIR CONDITIONING; ILLUSTRATIONS; SERVICE OCCUPATIONS; *AGRICULTURAL MACHINERY OCCUPATIONS; REFRIGERATION; REFRIGERATION MECHANICS

ABSTRACT - Developed by Deere and Company for use as a training manual for shop trainees, vocational students, and interested laymen, or as a reference source for experienced mechanics, this manual contains information on understanding and servicing air conditioning systems. Arranged in a step-by-step manner with numerous illustrations, the chapters include: (1) Basics of Air Conditioning, (2) Refrigerants and Oil, (3) Basic System--How It Works, (4) Service Equipment, (5) Inspecting the System, (6) Diagnosing the System, (7) Testing and Adjusting the System, (8) Preparing System

for Service, and (9) Trouble Shooting charts. Definitions of terms and symbols and a subject index are included. A comprehensive color slide set of the line drawings and photographs illustrating the text is available from the source of availability indicated for this document. Related documents are available as VT 010 754-VT 010 757 (AIM Fall 1970). (GEB)

VT 013 061
Industrial Arts for Iowa Schools.

Iowa State Dept. of Public Instruction, Des Moines.
MF AVAILABLE IN VT-ERIC SET.
Publications Section, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319 ($1.00).
PUB DATE - 69 171p.

DESCRIPTORS - *INDUSTRIAL ARTS; METALS; POWER MECHANICS; DRAFTING; PLASTICS; ELECTRICITY; WOODWORKING; *LEARNING ACTIVITIES; GRAPHIC ARTS; *RESOURCE MATERIALS; EVALUATION; *STATE CURRICULUM GUIDES; *PROGRAM DESIGN; EQUIPMENT; SECONDARY GRADES

ABSTRACT - Developed by the Iowa Department of Public Instruction with the cooperation of educational personnel, this curriculum guide is designed for the instructor's use in planning industrial arts programs and activities. A definition, philosophy, and specific objectives for industrial arts are stated. Other units considered in the first part of this document include: (1) Requisites of Quality Industrial Arts, (2) Scope and Sequence of Industrial Arts Programs, (3) Selected Aspects of Organization and Administration, (4) Purposeful Teaching, (5) Measurement of Student Achievement, and (6) Useful Information for the Teacher as a Professional. The Second Part contains background information, learning activities, selected instructional aids or sources, equipment, and supplies of tools and equipment for eight specific areas of industrial arts. (GEB)

VT 013 068
Industrial Physics, Five-Year Program Grades 11 and 12.

Department of Education, Ottawa (Ontario).
MF AVAILABLE IN VT-ERIC SET.
Curr-S-27-C
PUB DATE - 67 13p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *PROGRAM GUIDES; *COURSE CONTENT; INSTRUMENTATION; ELECTRICITY; *FLUID POWER EDUCATION; GRADE 11; GRADE 12; CURRICULUM DEVELOPMENT

ABSTRACT - Prepared by the Department of Education in Ottawa, Canada, this publication is a program guide for Industrial Physics in Grades 11 and 12. The material is based upon 10 periods per week, a total of 150 periods, plus or minus 20 percent. Specific objectives are to: (1) convey clearly some fundamental principles of physics, (2) encourage creative expression within the medium of science and technology, (3) achieve a basic competence in certain technical areas of employment, and (4) acquaint the student with the sociological implications and effects of technology. The contents are organized into four divisions: (1) Mechanics and Materials, (2) Fluids, (3) Instrumentation, and (4) Electricity, with each division sub-divided into separate units. A curriculum guide will be published at a later date. (GEB)

VT 013 069
Mechanical Trade Drafting Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 71 43p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTING; DRAFTSMEN; BIBLIOGRAPHIES; SUPPLIES; RESOURCE MATERIALS; INDUSTRIAL ARTS; METALS; POWER MECHANICS; ENGINEERING DRAWING; ORTHOGONAL PROJECTION

ABSTRACT - Developed by the Bureau of Secondary Curriculum Development of the New York State Education Department, this teaching guide is for teacher use in building a course of study in drafting. The material is designed for use over a 2-year period, each consisting of 175 teaching days of 135 minutes per day. Objectives include the development of skills and techniques, acquaintance with systems and procedures related to draftsman's functions, and the development of habits of independent and methodical procedure in the production of drawings. The course is divided into two major units, with each unit divided into 14 sections. Each section contains objectives, a suggested time, and suggested topics. A bibliography, supplies and equipment list, visual source directory, and a visuals list are included. (GEB)

VT 013 079
Occupational Orientation: An Introduction to the World of Work. Teachers Handbook. Preliminary Draft.

Mississippi State Univ., State College, Curriculum Coordinating Unit for Vocational-Technical Education.
Mississippi State Dept. of Education, Jackson. Div. of Vocational and Technical Education
EDRS PRICE MF-$0.65 HC-$9.87
PUB DATE - Aug69 226p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *TEACHING GUIDES; *OCCUPATIONAL INFORMATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES; SECONDARY EDUCATION; TESTING; COURSE ORGANIZATION; STUDENT ENROLLMENT
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - Developed by curriculum coordinating unit staff, this teacher's handbook was prepared for use in planning and implementing a course in career orientation. Material for the course is divided into eight instructional units which correspond to Roe's eight categories, namely: (1) Service, (2) Business Contact, (3) Organization, (4) Technology, (5) Outdoor, (6) Science, (7) General Culture, and (8) Arts and Entertainment. The course is recommended for the ninth grade level with an enrollment of from 10 to 20 students per class. The instructional procedure includes an overview phase, a transition phase, an exploration phase, and a projection phase. This final phase is expected to develop the student's ability to project an educational program designed to yield successful occupational entry and advancement. Also included in this handbook is information on testing, student objectives, teacher objectives, and suggested activities. (Author/JS)

VT 013 099
Law Enforcement Officer Training, Basic Course. The Ohio Law Enforcement Officers' Training Program. Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 68 241p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *POLICE; *LAW ENFORCEMENT; JOB TRAINING; ADULT VOCATIONAL EDUCATION; COURSE CONTENT; BIBLIOGRAPHIES

ABSTRACT - This learner's manual was prepared by the Division of Vocational Education of the Ohio State Department of Education, in cooperation with various persons and organizations, for use in the Ohio Law Enforcement Officers' Training Program. The program is designed to adequately meet the needs and improve the competencies and skills of local law enforcement personnel. Included in the 25 training procedures are: (1) Uniform, Acquiring and Maintaining, (2) Felonies, Handling, (3) Testifying in Court, (4) Fire Scenes, (5) Traffic Congestion, Handling, and (6) Emergency Care--First Aid. The appendixes consist of 45 sections, including: (1) Bill of Rights, U.S. Constitution, (2) Business Security Survey Report, (3) Field Sketch Sheet, (4) Commercial Restraint Devices, and (5) Report of Death. A bibliography is provided, and the manual is illustrated with line drawings, diagrams, and photographs. Related documents are available as ED 016 025 and ED 016 027 (VT 000 689 and VT 000 692, respectively, both in AIM Spring 1968). (GEB)

VT 013 122 ED(See Oct. '71 RIE)
Richards, P.L.
Outlines of Courses in Ornamental Horticulture.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C. Div. of Adult and Vocational Research
EDRS PRICE MF-$0.65 HC-$3.29
Teacher-Educ-Ser-V12-n1
Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).
PUB DATE - 71 56p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production, (4) Greenhouse Crop Production, (5) Landscape Contracting, (6) Retail Flower Shop Operation and Management, (7) Turfgrass Maintenance and Establishment, (8) Retail Garden Store Operations, (9) Arboriculture, and (10) Horticultural Mechanics. The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

VT 013 123
Auto Mechanics Course. Book 1: The Brake System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 138p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *STUDY GUIDES; *WORKBOOKS; INDUSTRIAL ARTS; SKILL DEVELOPMENT; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the brake system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of remedial materials developed by Basic Systems, Inc. (GB)

VT 013 124
Auto Mechanics Course. Book 2: Simple DC Circuits.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 75p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ELECTRIC CIRCUITS; ELECTRIC BATTERIES; ELECTRICITY; MECHANICS (PROCESS); INDUSTRIAL ARTS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on simple DC circuits was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 125
Auto Mechanics Course. Book 3: Simple Schematic Diagrams.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 79p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *DIAGRAMS; GRAPHIC ART; ELECTRIC CIRCUITS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on simple schematic diagrams was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 126
Auto Mechanics Course. Book 4: Automotive Electrical Systems, Part I.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 174p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *ELECTRICAL SYSTEMS; ELECTRICITY; ELECTRIC CIRCUITS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on automotive electrical systems, Part I, was developed under the Manpower Development and Training Act of 1962. Contents are presented in very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 127
Auto Mechanics Course. Book 5: Automotive Electrical System, PartII.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 119p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ELECTRICAL SYSTEMS; ELECTRICITY; ELECTRIC CIRCUITS; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on automotive electrical systems, Part II, was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 128
Auto Mechanics Course. Book 6: Automotive Electrical Systems, Part III.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 123p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ELECTRICAL SYSTEMS; ELECTRICITY; ELECTRIC CIRCUITS; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on automotive electrical systems, Part III, was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials develcped by Basic Systems, Inc. (GB)

VT 013 129
Auto Mechanics Course. Book 7: The Fuel System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 92p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *FUELS; MOTOR VEHICLES; ENGINES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the fuel system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available as VT 013 123-VT 013 146, and part of a series of programed remedial materials develcped by Basic Systems, Inc. (GB)

VT 013 130
Auto Mechanics. Book 8: The Cooling System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 121p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ENGINES; MOTOR VEHICLES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the cooling system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 131
Auto Mechanics Course. Book 9: Exhaust System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 62p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *EXHAUSTING
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the exhaust system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 132
Auto Mechanics Course. Book 10: The Power Transmission System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 120p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *POWER MECHANICS; MOTOR VEHICLES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the power transmission system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 133
Auto Mechanics Course. Book 11: The Steering System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 139p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *MOTOR VEHICLES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the steering system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 134
Auto Mechanics Course. Book 12: Front End Geometry.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 107p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *MOTOR VEHICLES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on front end geometry was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 135
Auto Mechanics Course. Book 13: Suspension System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 81p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; WORKBOOKS; *MOTOR VEHICLES; MECHANICS (PROCESS); *STUDY GUIDES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the suspension system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 136
Auto Mechanics Course. Book 14: Major Parts of An Engine, Part I.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 121p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ENGINES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the major parts of an engine was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 103 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 137
Auto Mechanics Course. Book 15: Major Parts of an Engine, Part II.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 156p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ENGINES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the major parts of an engine. Part II, was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 138
Auto Mechanics Course. Book 16: The Combustion Cycle.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 108p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *ENGINES; FUELS; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the combustion cycle was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 139
Auto Mechanics Course. Book 17: Functions of Lubricating Oil.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 85p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *LUBRICANTS; ENGINES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on functions of lubricating oil was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 140
Auto Mechanics Course. Book 18: Engine Lubricating System.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 133p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; *LUBRICANTS; ENGINES; MECHANICS (PROCESS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the engine lubricating system was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 141
Auto Mechanics Course. Book 19: Rec[illegible]ing Oil Changes.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 96p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *LUBRICANTS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on oil changes was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 142
Auto Mechanics Course. Book 20: Use of Lubrication Chart.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *LUBRICANTS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on the use of lubrication charts was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very

simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 023-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 143
Auto Mechanics Course. Book 21: Ordering Replacement Parts.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 108p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *MOTOR VEHICLES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on ordering replacement parts was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 144
Auto Mechanics Course. Book 22: Salesmanship and Good Customer Relations.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 124p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *SALESMANSHIP; AUTO PARTS MEN; MOTOR VEHICLES
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on salesmanship and good customer relations was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 145
Auto Mechanics Course. Book 23: Driving Regulations, Part I.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 162p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *TRAFFIC REGULATIONS; DRIVER EDUCATION; TRAFFIC SAFETY
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on driving regulations, part I, was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 146
Auto Mechanics Course. Book 24: Driving Regulations, Part II.

Basic Systems, Inc., New York, N.Y.
Department of Labor, Washington, D.C.
YMCA of Greater New York, Brooklyn, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 148p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *STUDY GUIDES; WORKBOOKS; MECHANICS (PROCESS); *TRAFFIC REGULATIONS; DRIVER EDUCATION; TRAFFIC SAFETY
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - This combination study guide and workbook for a basic auto mechanics course on driving regulations, Part II was developed under the Manpower Development and Training Act of 1962. Contents are presented in a very simple programed format providing questions and answers for students. Illustrations, diagrams, a pre-test, and a post-test are included. This document is one in a series of related documents available in this issue as VT 013 123-VT 013 146, and part of a series of programed remedial materials developed by Basic Systems, Inc. (GB)

VT 013 275
Carraway, Byrle M.; Spitler, William L.
Smith and Wesson TDS Computer (Time--Distance--Speed). Operating Instructions and Trial Guide.

Stephenson, Red Bank, N.J. Smith and Wesson Law Enforcement Group.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 76p.

DESCRIPTORS - *ELECTRONIC EQUIPMENT; *LAW ENFORCEMENT; *MANUALS; *JOB TRAINING; *TRAFFIC CONTROL; TRAFFIC REGULATIONS; INSTRUCTIONAL MATERIALS; COMPUTERS; MOTOR VEHICLES; POLICE

ABSTRACT - Intended for the law enforcement officer involved in traffic control, this training manual describes the theory and operation of the Time-Distance-Speed (TDS) Computer used to calculate the speed of motor vehicles. Operating procedures are detailed, including methods of clocking speeders from various moving and parked positions. Initial calibration and subsequent checks are explained. A trial guide is included to prepare the TDS operator for cross-examination in court. (BH)

VT 013 276
An Instructors Manual for a Three Week Course in Administration and Supervision of a Periodic Motor Vehicle Inspection.

Northwestern Univ., Evanston. Traffic Inst.
American Association of Motor Vehicle Administrators, Washington, D.C.
Automotive Safety Foundation, Washington, D.C.
Highway Users Federation for Safety and Mobility
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 416p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING GUIDES; *MANUALS; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES; *MOTOR VEHICLES; *INSPECTION; SUPERVISORS

ABSTRACT - Prepared by the Traffic Institute at Northwestern University, this instructor's manual should be useful in a training program in Periodic Motor Vehicle Inspection (PMVI). As times change and PMVI programs develop, there will be need for updating the information in the manual. Therefore, instructors who use the manual should be constantly on the alert for supplementary material to improve this basic work. To adequately treat the 15 units in this source it is recommended that three weeks or 85 hours of instruction time be set aside. Covered by the 15 units are such topics as (1) Federal Programs, (2) Selection and Training of Supervisors, (3) Field Supervision and Enforcement, (4) Records and Information, (5) Planning--A Function of Management, and (6) Budgeting--A Function of Management. This loose-leaf notebook is arranged in outline format and provides (1) objectives for each unit, (2) suggested teaching time, (3) suggested teaching techniques, (4) references, (5) exhibits and illustrations, and (6) an annotated bibliography. (Author/JS)

VT 013 277
School Bus Driver Training. Basic Course Learner's Manual.

Ohio Trade and Industrial Education Service, Columbus.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 71 133p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *SCHOOL BUSES; CURRICULUM GUIDES; BUS TRANSPORTATION; STUDENT TRANSPORTATION; TRAFFIC SAFETY; TRAFFIC REGULATIONS; *DRIVER EDUCATION; MOTOR VEHICLES; FIRST AID; *MANUALS
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - Ohio State staff personnel prepared this manual to assist school bus drivers in the State of Ohio to become familiar with the transportation laws, to acquaint them with the best known techniques of school bus driving, and to impress upon them the magnitude of their responsibilities. Ten units include: (1) Introduction to School Bus Driver Education, (2) Public Relations, (3) Pupil Transportation Laws and Regulations in Ohio, (4) Digest of Motor Vehicle Laws of Ohio, (5) Bus Maintenance, (6) Driving Fundamentals, (7) Defensive Driving, (8) Safety and Emergency Procedures, (9) First Aid, and (10) The Special Child. Most sections in the units provide content, orientation material, presentation suggestions, and a summary. A glossary and bibliography are included. (GEB)

VT 013 278
School Bus Driver Education. Pre-Employment Course Manual.

Ohio Trade and Industrial Education Service, Columbus.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 71 91p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; CURRICULUM GUIDES; *STUDY GUIDES; *SCHOOL BUSES; BUS TRANSPORTATION; TRAFFIC SAFETY; *DRIVER EDUCATION; TRAFFIC REGULATIONS; MOTOR VEHICLES; *MANUALS; STUDENT TRANSPORTATION
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - Ohio State staff prepared this manual to assist prospective school bus drivers in becoming familiar with the transportation laws and regulations, to acquaint them with the proper techniques of school bus driving, and to impress upon them the magnitude of their responsibilities. Five units included are: (1) The School Bus Driver, (2) Pupil Transportation Laws and Regulations in Ohio, (3) Digest of Motor Vehicle Laws in Ohio, (4) School Bus Orientation, and (5) Driving Fundamentals. Most sections in the units provide content, orientation material, presentation suggestions, and a summary. A limited number

of illustrations are used throughout. A glossary and bibliography are included. (GEB)

VT 013 298
Construction--Supervision and Inspection, Course of Study.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
Structural-Ser-1
PUB DATE - 66 255p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CONSTRUCTION PROGRAMS; *SUPERVISION; *INSPECTION; *STRUCTURAL BUILDING SYSTEMS; VOCATIONAL EDUCATION; CONTRACTS; CIVIL ENGINEERING; BUILDING MATERIALS; PRESTRESSED CONCRETE; GRAPHS; CHARTS; REFERENCE MATERIALS; TEACHING GUIDES; STUDY GUIDES

ABSTRACT - This teaching guide, developed by the Bureau of Industrial Education in cooperation with the Education Advisory Committee of the California Council of Construction Inspectors Association, is intended for one semester's instruction of persons who will be engaged in the supervision and construction of buildings under construction. The material is divided into five major units, and each unit contains several sections. The five units are: (1) Construction Contract Documents and Plan Reading, (2) Site Layout, (3) Basic Principles of Structural Engineering and Mechanics of Materials, (4) Soil Fundamentals, and (5) Concrete Construction. Specific objectives and other pertinent information are given for each unit. This document is illustrated with diagrams, graphs, charts, and pictures, and contains an extensive reference list. This document is in draft form and will be refined after it has been tested. A related document is available as VT 013 299 (also in this issue). (GEB)

VT 013 299
Construction--Supervision and Inspection, Course of Study.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
Structural-Ser-2
PUB DATE - 67 223p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *SUPERVISION; *CONSTRUCTION PROGRAMS; *INSPECTION; VOCATIONAL EDUCATION; ROAD CONSTRUCTION; STRUCTURAL BUILDING SYSTEMS; UTILITIES; METALS; TEACHING GUIDES; STUDY GUIDES; BUILDING MATERIALS

ABSTRACT - This teaching guide, developed by the Bureau of Industrial Education in cooperation with the Education Advisory Cwmmittee of the California Council of Construction Inspectors Association, is intended for one semester's instruction of persons who will be engaged in the supervision and construction of buildings under construction. The material is divided into seven units which include: (1) Duties of the Construction Inspector, (2) Structural Wood Materials, (3) Structural Metals, (4) Masonry, (5) Paving, (6) Utilities, and (7) Review and Examination. This document is illustrated with diagrams, graphs, charts, and pictures. A related document is available as VT 013 298 (also in this issue). (GEB)

VT 013 302
Operating Engineers, Heavy Equipment and Its Uses--Basic Machines, Major Attachments, Safety Precautions, and Principal Applications, Testbook.

California State Dept. of Education, Sacramento.
DOCUMENT NOT AVAILABLE FROM EDBS.
PUB DATE - 66 31p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OBJECTIVE TESTS; SAFETY; *CONSTRUCTION INDUSTRY; EQUIPMENT; OPERATING ENGINEERING

ABSTRACT - This testbook includes objective tests covering each topic in the workbook for the course that it accompanies. Topics are: (1) Revolving Shovel and Crane Type Equipment, (2) Material Hoisting and Handling Equipment, (3) Tractors, (4) Graders, (5) Scrapers, (6) Loaders, (7) Compaction Equipment, (8) Plant Equipment, and (9) Paving Equipment. The "Operating Engineers Workbook" ib available as VT 004 171, in AIM Fall 1968. (GB)

VT 013 303
Operating Engineers, First Course in Apprenticeship--Construction Materials, Plants, and Materials Application. Testbook, Part 2.

California State Dept. of Education, Sacramento.
DOCUMENT NOT AVAILABLE FROM EDBS.
California State Dept. of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 66 16p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OPERATING ENGINEERING; *OBJECTIVE TESTS; *APPRENTICESHIPS; INSTRUCTIONAL MATERIALS; BUILDING MATERIALS; EQUIPMENT UTILIZATION

ABSTRACT - The California State Department of Education prepared this two-part testbook for instructor use with workbooks in teaching operating engineer apprentices. This document, part two, includes three major study units: (1) Construction Materials, (2) Plant Operation and Maintenance, and (3) Materials and Application. The first and third units contain 25 multiple-choice questions each, and the second unit contains 50 multiple-choice questions. A related document, the workbook on which these tests are based, is available as VT 011 243 (AIM Spring 1971). (GEB)

VT 013 304
Operating Engineers, Special Systems--Hydraulic, Electric, Pneumatic, and Rigging. Testbook.

California State Dept. of Education, Sacramento.
DOCUMENT NOT AVAILABLE FROM EDRS.
California State Dept. of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 27p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OBJECTIVE TESTS; *OPERATING ENGINEERING; *INSTRUCTIONAL MATERIALS; EQUIPMENT UTILIZATION; HYDRAULICS; ELECTRICAL SYSTEMS; *APPRENTICESHIPS

ABSTRACT - The California State Department of Education prepared this testbook for instructor use with the workbook for teaching operating engineer apprentices. The major units of study include: (1) Hydraulics, (2) Fundamentals of Rigging, (3) Industrial Applications of Rigging, (4) Electric Power, (5) Storage Batteries, and (6) Pneumatics. Twenty-five multiple-choice questions are provided for each unit except for the one on Electric Power which contains 50 multiple-choice questions. The workbook on which these tests are based is available as VT 011 258 (AIM Spring 1971). (GEB)

VT 013 305
Operating Engineers, First Course in Apprenticeship--Apprenticeship Standards, Safety and First Aid, Heavy Equipment, and Elementary Grade Setting. Testbook, Part 1.

California State Dept. of Education, Sacramento.
DOCUMENT NOT AVAILABLE FROM EDRS.
California State Dept. of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 23p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OPERATING ENGINEERING; *OBJECTIVE TESTS; INSTRUCTIONAL MATERIALS; STANDARDS; *APPRENTICESHIPS; LABOR STANDARDS; SAFETY EDUCATION; FIRST AID
IDENTIFIERS - HEAVY EQUIPMENT OPERATORS

ABSTRACT - The California State Department of Education prepared this two-part testbook for instructor use with workbooks in teaching operating engineer apprentices. This document, part one, includes four major study units: (1) Background of Apprenticeship, (2) Safety and First Aid, (3) Orientation to Heavy Equipment, and (4) Plan Reading and Grade Setting. The first and third units contain 50 multiple-choice questions each, and the second and fourth units contain 25 multiple-choice yuestions each. The worsboos on which these tests are based is available as VT 011 242 (AIM Spring 1971). (GEB)

VT 013 307
Evans, Henry K., And Others
A Career in Traffic Engineering.

Institute of Traffic Engineers, Washington, D.C.
Automotive Safety Foundation, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER OPPORTUNITIES; *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL GUIDANCE; *CIVIL ENGINEERING; VEHICULAR TRAFFIC; OCCUPATIONAL INFORMATION; EDUCATIONAL OPPORTUNITIES; CAREERS; CAREER PLANNING

ABSTRACT - Intended primarily for persons interested in science and engineering, this booklet should be helpful for high school students making career choices related to traffic engineering. Highlights of job descriptions and educational opportunities are presented. (GB)

VT 013 309
Biery, Gordon
Farm Machinery Safety for Vocational Agriculture Instruction. (Teaching Units).

Indiana State Office of the State Superintendent of Public Instruction, Indianapolis.
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809.
PUB DATE - Mar70 98p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY; *AGRICULTURAL SAFETY; *TEACHING GUIDES; AGRICULTURAL ENGINEERING; SAFETY EDUCATION; SECONDARY GRADES; BIBLIOGRAPHIC CITATIONS; FILMS

ABSTRACT - Intended for vocaticnal agriculture teachers in teaching farm machinery safety for secondary grades, this teaching unit was developed by the Indiana State Office of Public Instruction. The unit includes 21 lessons which should take from 25 to 35 hours for instruction. Each lesson includes teaching suggestions, objectives, motivation techniques, and questions for discussion and tests. References and film listings are appended. (GB)

VT 013 310
Radar Speed Detection.

North Carolina State Board of Education, Raleigh.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 5p.

DESCRIPTORS - *COURSE CONTENT; *RADAR; *TRAFFIC SAFETY; *TRAFFIC CONTBOL; VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; SAFETY EDUCATION; TRAFFIC REGULATIONS; COOPERATIVE EDUCATION; *TEACHING GUIDES

ABSTRACT - This course outline details the minimum orientation and training requirements necessary to equip an uninformed officer in

the use of radar. In general this orientation is to be conducted in two parts, the classroom instruction in the morning and the on-the-job training in the afternoon. Topics covered in the outline include: (1) Description of Instruments, (2) Range Setting, (3) Interpreting Meter Readings, (4) Enforcement Activity Records, and (5) Meeting Court Requirements. Also included is a series of questions that a defense attorney may raise in regard to the condition of the radar and the manner of its use. (Author/JS)

VT 013 316
Goodman, Sherrill T.; Spitler, William L.
Introduction to Law Enforcement. Course Outline.

North Carolina State Board of Education, Raleigh. Dept. of Community Colleges.
MF AVAILABLE IN VT-ERIC SET.
T-PSC-101
PUB DATE - 1Jul66 4p.

DESCRIPTORS - *LAW ENFORCEMENT; *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; COURSE OBJECTIVES; EDUCATIONAL RESOURCES; BIBLIOGRAPHIES

ABSTRACT - Prepared by the Occupational Education Division of the North Carolina State Department of Education, this course is designed to familiarize the student with the philosophy and history of law inforcement. Included in the publication are course objectives, course hours per week, credit hours, bibliography, and a topical outline stressing the legal limitations, duties and responsibilities of law enforcement agencies, processes of justice, current position of law enforcement, and orientation to law enforcement as a career. (SB)

VT 013 317
Farkas, A.G.
Construction Methods and Equipment. Course Outline.

North Carolina State Board of Education, Raleigh. Dept. of Community Colleges.
MF AVAILABLE IN VT-ERIC SET.
T-CIV-217
PUB DATE - Nov63 14p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *CONSTRUCTION (PROCESS); *ROAD CONSTRUCTION; BUILDING MATERIALS; VOCATIONAL EDUCATION; *TRANSPORTATION; EQUIPMENT; MASONRY; STRUCTURAL BUILDING SYSTEMS

ABSTRACT - Developed by the Vocational-Technical Division of the North Carolina State Board of Education, this outline is for instructor use in planning a course on construction methods and equipment. Specific objectives are to: (1) study methods and equipment for various types of excavations, and for highways and pavement construction, (2) study types of piles, and techniques of steel erection, and (3) investigate residential building methods and details. The material is presented in outline form consisting of 17 major topics, and is recommended for use with the text by R.L. Peurifoy entitled "Construction Planning, Equipment, and Methods." A list of suggested references is included. A related document is available as VT 013 318, also in this issue. (GEB)

VT 013 318
Farkas, A.G.
Construction of Roads and Pavements. Course Outline.

North Carolina State Board of Education, Raleigh. Dept. of Community Colleges.
MF AVAILABLE IN VT-ERIC SET.
T-CIV-227
PUB DATE - Nov63 7p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *CONSTRUCTION (PROCESS); *ROAD CONSTRUCTION; *TRANSPORTATION; POST SECONDARY EDUCATION; BUILDING MATERIALS; VOCATIONAL EDUCATION

ABSTRACT - Developed by the Vocational-Technical Division of the North Carolina State Board of Education, this outline is for instructor use in planning a course on construction of roads and pavements. Specific objectives are to: (1) analyze the effects of various types of loads on flexible and rigid pavements, (2) study subgrades, including types, properties, preparation, stabilization, and testing, (3) teach the design of bituminous surfaces and concrete pavements, and (4) study techniques and details pertaining to pavements. The material is designed in outline form with 13 major topics included, and is recommended for use with the text by Laurence Hewes and others entitled "Highway Engineering." Two other suggested references are listed. A related document is available as VT 013 317, also in this issue. (GEB)

VT 013 319
Driver and Traffic Safety Education Guide.

New York State Univ., Oswego.
New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - ND 44p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *DRIVER EDUCATION; *TRAFFIC SAFETY; *TEACHING GUIDES; *SAFETY EDUCATION; MOTOR VEHICLES; TRAFFIC REGULATIONS; INSTRUCTIONAL MATERIALS; SKILL DEVELOPMENT; SKILLS

ABSTRACT - This manual represents a modern approach to the teaching of driver and traffic safety education and is designed to encourage the teacher to place emphasis on development of positive student attitudes toward driving. Topics are: (1) Introduction to Driver and Safety Education, (2) Orientation to the Automobile, (3) Operational Skills, (4) The Driver as a

Mechanism, (5) Laws, Regulations, Ordinances, and Their Environment, (6) Physical Factors that Control Driving, (7) Perceptual Skills and Traffic Strategy in the Country, (8) Perceptual Skills and Traffic Strategy in the City, (9) Perceptual Skills and Traffic Strategy on Limited-Access Highways, (10) Social Problems and Driving, (11) Consumer Education, (12) Engineering, (13) Laboratory Instruction, and (14) Emergency Driving Procedures. Each unit is divided into an overview of the topic, unit problem, expected outcomes, content, teaching suggestions, and pupil activities. Two optional sections are appended. (GB)

VT 013 320
Accident Investigation.

California Highway Patrol Academy.
MF AVAILABLE IN VT-ERIC SET.
HPG 70.17
California Highway Patrol, P.O. Box 898, Sacramento, California 95804 ($1.00, plus California state sales tax).
PUB DATE - Apr70 52p.Revision.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *ACCIDENTS; *MOTOR VEHICLES; MANUALS; SAFETY; ACCIDENT PREVENTION; INSTRUCTIONAL MATERIALS; INVESTIGATIONS

ABSTRACT - Intended to supplement classroom instruction rather than serve as a complete text, this publication has been prepared as a basic training manual in the field of accident investigation for cadets at the California Highway Patrol Academy. Topics are (1) Vehicle Crashes--The Problem: The Solution, (2) Accident Investigation--A Professional Challenge, (3) Accident Investigation Procedure, and (4) Determination of Speed from Skidmarks. The document is also designed to serve as a ready reference for investigators in the field. (GB)

VT 013 330
Handbook for School Bus Drivers, A Suggested Outline.

New York State Education Dept., Albany. Div. of Educational Management Services.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan66 25p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *SCHOOL BUSES; *DRIVER EDUCATION; *GUIDES; *MANUALS; INSTRUCTIONAL MATERIALS

ABSTRACT - School bus drivers must be familiar with school district rules and procedures relating to bus routes, maintenance, personnel policy, time schedules, and transportation policy. This can be achieved through a pamphlet given to each driver for ready reference. Developed by the New York State Department of Education, this outline is intended to assist school administrators in the development of such a pamphlet. The outline points up the important areas of information which should be available to the school bus driver. (GB)

VT 013 333
Weaver, Jack K.
Nature and Scope of the Highway Transportation System.

Highway Users Federation for Safety and Mobility, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 56p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *TRAFFIC CONTROL; *TRANSPORTATION; *CURRICULUM GUIDES; COMMUNITY COLLEGES; RESOURCE MATERIALS; TRAFFIC REGULATIONS; TRAFFIC SAFETY; BIBLIOGRAPHIES; MOTOR VEHICLES

ABSTRACT - Developed by the Highway Users Federation for Safety and Mobility, this course syllabus will be useful in introducing students to the broad spectrum of highway transportation. Such a survey course is intended for the community college level and treats such topics as: (1) Police Traffic Supervision, (2) Motor Vehicle Administration and Traffic Accident Records Systems, (3) Traffic Engineering, (4) Education and Public Information, (5) Traffic Legislation and Judicature, and (6) Health, Medical Care, and Transportation of the Injured. Included in the outline is an introductory synopsis, educational objectives, and a rather comprehensive list of references. (JS)

VT 013 334
A Model Ordinance or Statute Regulating Ambulance Service.

National Safety Council, Chicago, Ill.
American Coll. of Surgeons, Chicago, Ill.
American Association for the Surgery of Trauma, Burlington, Vt.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar70 18p.

DESCRIPTORS - *VOCATIONAL EDUCATION; TRANSPORTATION; *STANDARDS; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; SAFETY EDUCATION; *LAWS; *PATIENTS (PERSONS); DRIVER EDUCATION; *HEALTH SERVICES; SERVICE OCCUPATIONS; MEDICAL SERVICES

ABSTRACT - Developed for the National Safety Council, the American College of Surgeons, and The American Association for the Surgery of Trauma, this ordinance is to be used as a Model Statute for the transportation of the injured. The intent of the Model Statute is to serve as a guide to improve a necessary public service and provide uniformity throughout the United States. Recommended primarily as a state law, the 18 sections of this ordinance cover such topics as: (1) License Required, (2) Duties of License Officer, (2) Duties of Health Officers, (4) Reports, (5) Standards for Ambulance License, and (6) Penalties. (JS)

VT 013 335
Carnahan, James E.
Highway Safety Program Management, A Syllabus.

Highway Users Federation for Safety and Mobility, Washington, D.C.
Automotive Safety Foundation, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 171p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM DEVELOPMENT; *PROGRAM DEVELOPMENT; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *GUIDELINES; *TRANSPORTATION; MANAGEMENT SYSTEMS; SYSTEMS APPROACH; MANAGEMENT

ABSTRACT - Prepared for the Advisory Committee for Development of a Syllabus on Highway Safety Program Management, this document includes data on: (1) An Overview: The Highway Transportation System, (2) The Nature and Characteristics of Management Systems, (3) The Elements of a Highway Safety Program, (4) Highway Traffic Safety Management, and (5) Program Improvement. Arranged in outline format, this syllabus should help teachers and program planners develop comprehensive highway safety management programs. Also included are a case study, and a list of references. (JS)

VT 013 337
Defensive Driving Course. Instructors Manual.

Ohio State Dept. of Highway Safety, Columbus.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - May69 40p.1969 Revision

DESCRIPTORS - *TEACHING GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; COURSE OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - Prepared by the Ohio State Department of Highway Safety, this guide is for teaching a driver improvement course. Lessons are: (1) Introduction, (2) Defensive Driving Defined, (3) Safety Equipment: Mechanical Condition of Vehicle, (4) Laws of Nature, (5) Defensive Driving Principles, (6) Freeway Driving, (7) Rules of the Road, and (8) Summary. Each lesson contains time allotment, objectives, materials and equipment, and content and methods suggestions. The official Ohio Drivers Manual which is used in this course, and films and other materials are available from the Ohio Department of Highway Safety. (SB)

VT 013 359
Highway Technicians Program. Unit II, Highway Drawing. Teacher's Guide.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies).
PUB DATE - 68 142p.1968 Revision

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *ENGINEERING TECHNICIANS; *ENGINEERING DRAWING; *ROAD CONSTRUCTION; CURRICULUM GUIDES; POST SECONDARY EDUCATION; HIGHWAY ENGINEERING AIDES; MAPS; MAP SKILLS; DRAFTING; PLANNING; TESTS; GLOSSARIES; TECHNICAL EDUCATION

ABSTRACT - Developed by the New York State Department of Education and the State Department of Transportation, this teacher's guide is for instructor use in teaching highway drawing as part of a project to help relieve the shortage of highway technicians. The program is intended to help provide additional technicians and engineers by upgrading people employed in lower-level technical jobs. The main contents of this document consists of 14 lessons that include: 1) Drawing equipment and uses, (2) Topography, (3) Drawing reproductions, and (4) Highway plans. Each lesson contains cited references, objectives, a content outline, an assignment, and some have review questions. Each lesson is designed for 2 hours and 40 minutes. A Glossary of abbreviations and a four part final examination are included. Related documents are available as VT 013 360, VT 013 361, and VT 013 362 (all in this issue). (GEB)

VT 013 360
Highway Technicians Program. Unit IV, Elements of Highway Planning. Teacher's Guide.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, New York State Department of Education, Education Building, Albany, New York 12224.
PUB DATE - 69 117p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *ENGINEERING TECHNICIANS; *ROAD CONSTRUCTION; *PLANNING; CURRICULUM GUIDES; POST SECONDARY EDUCATION; TRANSPORTATION; TRAFFIC SAFETY; TRAFFIC PATTERNS; STATE AGENCIES; TECHNICAL EDUCATION

ABSTRACT - Developed by the New York State Department of Education and the State Department of Transportation, this teacher's guide is for instructor use in teaching the elements of highway planning as part of a project to help relieve the shortage of highway technicians. The highway technician program is intended to help provide additional technicians and engineers by upgrading people employed in technician jobs. The main contents of this document are divided into 15 lessons including: (1) Fundamentals of highway planning, (2) Traffic study, analysis, and forecasting, (3) Highway safety, law, and finance, and (4) Urban transportation planning. Cited references, objectives, a content outline, questions for review, and an assignment are included in each lesson and are designed for 2 1/2 hours each. A summary list of references is included. Related documents are available as VT 013 359, VT 013 361, and VT 013 362 (all in this issue). (GEB)

VT 013 361
Highway Technicians Program. Unit V, Soils and Drainage. Teacher's Guide.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies).
PUB DATE - 67 207p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *ENGINEERING TECHNICIANS; *SOIL CONSERVATION; *ROAD CONSTRUCTION; CURRICULUM GUIDES; POST SECONDARY EDUCATION; HIGHWAY ENGINEERING AIDES; TRANSPORTATION; TESTS; GLOSSARIES; ENGINEERING TECHNOLOGY

ABSTRACT - Developed by the New York Department of Education and the State Department of Public Works, this teacher's guide is for instructor use in teaching soils and drainage information to help relieve the shortage of highway technicians. The highway technician program is intended to help provide additional technicians and engineers by training personnel employed in lower-level technician jobs. The contents of this document, illustrated with line drawings, include 11 lessons, among which are: (1) soil and rock deposits in New York State, (2) soil description, classification, explorations, and water, (3) engineering properties of soils, and (4) highway drainage. Each lesson, designed for 2 hours and 40 minutes, contains cited references, objectives, a content outline, an assignment, and some contain questions for review. A glossary of symbols, a three part final examination, and a bibliography are included. Related documents are available as VT 013 359, VT 013 360, and VT 013 062 (all in this issue). (GEB)

VT 013 362
Highway Technicians Programs. Unit VI, Highway Design and Estimating. Teacher's Guide.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Services.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies).
PUB DATE - 68 229p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *ENGINEERING TECHNICIANS; *DESIGN; *ESTIMATED COSTS; CURRICULUM GUIDES; POST SECONDARY EDUCATION; HIGHWAY ENGINEERING AIDES; TESTS; ROAD CONSTRUCTION; PLANNING

ABSTRACT - Developed by the New York State Department of Education and the State Department of Transportation, this teacher's guide is for instructor use in teaching highway design and estimating. The highway technician program, for which this document is intended, is to help relieve the shortage of technicians and engineers by upgrading people employed in lower-level technician programs. The contents of this document, illustrated with line drawings, include 14 lessons, among which are: (1) Highway Classification, (2) Features of Design, (3) Horizontal Alignment, (4) Engineer's Estimate, and (5) Report on Design and Estimate. Each lesson contains objectives, a content outline, questions for review, and an assignment, and each is planned for 2 hours and 40 minutes. A 3-part final examination, a bibliography, and a reference key symbol list are included. Related documents are available as VT 013 359, VT 013 360, and VT 013 061 (all in this issue). (GEB)

VT 013 375
Periodic Motor Vehicle Inspection; A Course of Study for Uniform Inspection Procedures.

American Association of Motor Vehicle Administrators, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Association of Motor Vehicle Administrators, 1828 L Street, N.W., Washington, D.C. 20036 ($50.00).
PUB DATE - 70 70p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *MOTOR VEHICLES; *INSPECTION; TRAFFIC SAFETY; *SLIDES; *STUDY GUIDES; EQUIPMENT EVALUATION

ABSTRACT - Developed for the American Association of Motor Vehicle Administrators by a subcommittee in cooperation with other contributors, this study guide is intended for use by states and provinces in periodic motor vehicle inspection programs. The contents include 148 color slides, plus a written narrative annotation for each slide. The intent of the course is to promote uniform vehicle inspection programs, and the material is based on the American National Standards Institute Procedures and the American Manufacturers Association Inspection Handbook. The presentation applies to passenger cars and motorcycles, but not to commercial vehicles and buses. The slides are contained in plastic holders, and the entire document is in loose leaf form. (GEB)

VT 013 444
Impellizzeri, Michael T.
Testing the Drinking Driver.

National Safety Council, Chicago, Illinois. Dept. of Traffic.
MF AVAILABLE IN VT-ERIC SET.
Traffic-Safety-Monog-2
National Safety Council, 425 North Michigan Avenue, Chicago, Illinois 60611.
PUB DATE - 70 58p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *ACCIDENT PREVENTION; *ALCOHOL EDUCATION; DRIVER EDUCATION; STANDARDS; SUPPLEMENTARY READING MATERIALS; TRAFFIC SAFETY; TRAFFIC ACCIDENTS; MOTOR VEHICLES; TRAFFIC REGULATIONS; SAFETY EDUCATION; BIBLIOGRAPHIC CITATIONS; *TESTING; TESTING PROGRAMS
IDENTIFIERS - *DRINKING DRIVERS

ABSTRACT - According to special studies,

drinking of alcoholic beverages is believed to be a factor in at least half the fatal motor vehicle accidents. To explore the methods of controlling the driver who abuses alcohol and the components essential for setting up a control program, this publication was prepared by the National Safety Council. Topics are: (1) The Driving Task, (2) What to Do, (3) Testing the Drinking Driver, (4) Recognition, (5) Testing Methods, (6) Blood Alcohol Standards, (7) Testing Procedure, (8) Setting Up Chemical Tests for Alcohol Influence, (9) The Essential Elements, and (10) Test Method. References, various laws and forms, and supplemental information are appended. (GB)

VT 013 445
A Guide for Operating Ambulance Fleets.

National Safety Council, Chicago, Ill. Dept. of Motor Transportation.
MF AVAILABLE IN VT-ERIC SET.
National Safety Council, 425 North Michigan Avenue, Chicago, Illinois 60611 (single copies $2.00, 2-9 copies $1.50, 10 copies $1.30 each).
PUB DATE - 65 34p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *EMERGENCY SQUAD PERSONNEL; *DRIVER EDUCATION; *SERVICE OCCUPATIONS; EQUIPMENT MAINTENANCE; HEALTH OCCUPATIONS; ATTENDANT TRAINING; JOB TRAINING; BIBLIOGRAPHIC CITATIONS

ABSTRACT - To provide a tool that can be used to increase the safety and efficiency of ambulance fleet drivers and vehicles, this guide was developed by the National Safety Council. The objective is to suggest minimum standards that the ambulance fleet operator can use as guidelines to help in preventing accidents involving his drivers and in establishing sound operating policies for his fleet. Topics are: (1) Establishing Operating Policy, (2) Selection of Drivers, (3) Driver Instruction, (4) Special Requirements of Ambulance Driving, (5) Emergency Vehicle Driving, (6) Vehicle and Equipment Maintenance, and (7) Quick Reminders for Posting and Repetition. References, a model ordinance, and a uniform vehicle code are appended. (GB)

VT 013 448
Darmstadter, Neill, Ed.
Truck Fleet Accident Investigation. A Manual for Investigation of Accidents Involving Motor Vehicles of Truck Fleets.

American Trucking Association, Inc., Washington, D.C. Dept. of Safety.
MF AVAILABLE IN VT-ERIC SET.
American Trucking Association, Inc., 1616 P Street, N.W., Washington, D.C. ($1.00).
PUB DATE - 62 24p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TRAFFIC ACCIDENTS; *INVESTIGATIONS; *MOTOR VEHICLES; *STUDY GUIDES; MANUALS; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This manual is designed for the guidance of truck fleet safety personnel and other fleet employees who may be given responsibility for investigating accidents involving vehicles operated by the company. Major emphasis is on accident prevention through accident investigation. To this end the manual is designed to enable motor career management and fleet safety personnel to collect and analyze information about each accident so that corrective measures may be taken for more effective training of drivers, revision of operating policies and procedures, correction of deficiencies in the maintenance program, disciplinary action, and cooperation with appropriate authorities to eliminate or reduce hazards at accident sites. Accident report forms, a speed nomography, and a drag factor table are appended. (Author/GB)

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